Department of the Army
Headquarters, U.S. Army Cadet Command
1st Cavalry Regiment Road
Fort Knox, Kentucky 40121-5123

USACC Circular 601-18-1

Effective 1 March 2017

Functional Area

RESERVE OFFICERS' TRAINING CORPS ACCESSIONS FISCAL YEAR 2018

FOR THE COMMANDER:

OFFICIAL:

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History. This publication is an annual revision impacting the accessions process and procedures of the Fiscal Year 2017 and 2018 cohorts. The portions affected by this administrative revision are listed in the summary of change.

Summary. This circular provides detailed procedures and assigns responsibilities for Army Cadet Command (USACC) and its subordinate units regarding policies, operating tasks, and steps governing the annual Senior Reserve Officers' Training Corps (ROTC) Accessions process as a function.

Applicability. This regulation applies to Headquarters, U.S. Army Cadet Command (USACC) and its subordinate units.

Proponent and Exception Authority. The proponent for this regulation is the USACC Deputy Chief of Staff, G1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling laws, regulations, and USACC policies. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include a formal review by the activity's senior legal officer.

Army Management Control Process. This circular contains management control provisions in accordance with AR 11–2, but it does not identify key management controls that must be evaluated.

Supplementation. Supplementation of this regulation is not permitted by subordinate commands of USACC.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ, USACC, and Attention: ATCC-PAS, Fort Knox, KY 40121-5123.

Distribution. Distribution of this regulation is intended for HQ USACC and its subordinate units. Distribution is in electronic format only.

Summary of Change

USACC Reg 601-18-1
RESERVE OFFICERS' TRAINING CORPS ACCESSIONS FISCAL YEAR 2018

Key Changes are:

- o FY18 ROTC OML Model changes are added to Chapters 2 and Appendix D. Model changes are incorporated into this publication to include suspense dates for specific functional accessions tasks. Chapter 2 details accessions procedures.

- o Revises Accessions Zone for FY18 Cohort in Chapter 2, paragraph 2-1a.

- o Revises paragraph 2-5d to clarify that there are two separate tasks involving the Letter of Acceptance for ARNG and Vacancy Hold Report for USAR component selectees.

- o Revises paragraph 2-6c to clarify specific contact office for Army Reserve G1 – Initial Military Training (IMT) branch.

- o Paragraph 2-8a (2) added JPAS correct terminology for National Agency Check with Local and Credit Checks now referred to as "T3" and Single Scope Background Investigation (SSBI) and National Agency Check is "T5".

- o Revises Appendix B FY17/18 Accessions Suspense Calendar and Timeline. Dates are changed to reflect new accession calendar for Fiscal Year 2018 Cohort.

o Appendix C Professor of Military Science Checklist/Administrative – Item 3 requirement 7. This requirement is not a change from previous publications. Emphasis is required due to frequent confusion managing GRFD Cadets. Counsel ECP LTs and non-scholarship GRFD (SMP's) on GRFD revocation procedures, restrictions, and deadlines.

o Revises Appendix D ROTC Outcomes Metric List (OML) Model – The FY18 ROTC OML Model is slightly changed. See Figure D-1 for details.

o Changes to standardized tests. Paragraph D-2(1) b is deleted. The Collegiate Learning Assessment Plus test is the only standardized test in the FY18 OML Model.

o Insert paragraph D-2a (4) Language/Cultural Awareness (5%) - (i) The OML Model awards points to Cadets who major in foreign languages, successfully complete approved strategic foreign language courses and associated cultural studies. Also points are awarded for: Rosetta Stone Language Training, completion of the Defense Language Institute Foreign Language Center Headstart program, or study abroad programs at foreign universities in many non-English speaking countries. See languages identified in Table D-1.

o Appendix J – Education Delay – Added administrative information to assist with understanding open degree programs/specialties. Lists Education Delay application requirements and deadlines.

o Adds requirement for J-4 - JAG Education Delay applications packets for JAG Corps require a Letter of Recommendation.

o Appendix K – incorporates clarification for accessions process regarding management of Nurse Candidates and adds administrative actions in cases of NCLEX failures.

o Revised Appendix L – Several changes are made throughout this publication and appendix to make the distinction between a Letter of Acceptance for a NG selectee and a Vacancy Hold Report for USAR Selectees.

o Appendix L – Added a template counseling form (DA Form 4856) providing the PMS/APMS with key information regarding the accession process.

o Changes L-2b – Updated Address for Army Reserve.

o Appendix M Section II ARNG/USAR Gold Bar Recruiter adds new administrative instructions in accordance with USACC OPORD 16-12-023 RC Gold Bar Recruiting (GBR) Program.

o Added Figure M-3 with USACC ARNG Brigade LNO Points of Contact.

o Replaced USAR Form 25-R with example Figure M-4. Example DA Form 4187 for ARNG GBR.

o Added Figure M-5. Example DA Form 4187 for USAR GBR.

o Appendix S is renamed. Adds new section on Army Scholarships and Fellowships. This section provides definitions and explains program Scholarship/Fellowships that active duty selectees may request to participate in while on active duty prior to attending BOLC-B. Timelines and examples of Request Packets are provided in Figures S-1 thru S-5.

o Appendix R is renamed. Class 1A Flight Physical Command Policy

o Appendix T is updated PMS/HRA Accessions Quick Brief and Suspenses

Contents

Chapter 1 – Introduction

1-1. Purpose

This circular supports the annual Senior Reserve Officers' Training Corps (ROTC) accessions process. It provides prescribed policies, operating tasks, and steps governing the annual accessions process in a chronological sequence.

1-2. References

References are listed in Appendix A.

1-3. Explanation of Terms

Acronyms and special terms used in this regulation are in explained in the Glossary.

1-4. Responsibilities

a. The proponent for the Senior Reserve Officers' Training Corps Accessions process is the US Army Cadet Command, Deputy Chief of Staff, G1, (ATCC-PAS), Fort Knox, Kentucky 40121.

b. Commanders, Cadre, and Cadets involved in the ROTC process are responsible for adherence to prescribed policies, operating tasks, and steps in this circular, as well as meeting suspense dates published in Appendix B.

c. Brigades will ensure Cadet Command Information Management Module (CCIMM) accession data is reviewed, verified, validated, and submitted by published suspense dates. (See Appendix B - FY17/18 Accessions Suspense Calendar Timeline).

d. Professors of Military Science (PMS) are responsible for ensuring that Cadet Performance evaluations and all administrative tasks are completed on the Appointment Checklist prior to commissioning. (See Appendix C, PMS Checklist and Appendix N, USACC Form 145-5-1 Officer Appointment Checklist). Each PMS is responsible for ensuring all accessions data entered in the CCIMM is correct, complete, and accurately reflects Cadets' performance, to include component and branch preferences.

e. Cadets and ROTC School Program Human Resources Assistants (HRA) are responsible for timely submission of all required data to include verifying the accuracy of all personnel data and preferences entered in CCIMM.

f. Meet deadlines identified in the FY17/18 Accessions Suspense Calendar. (See Appendix B.)

1-5. Accessions Administrative Responsibilities

a. Professors of Military Science (PMS) Responsibilities: Each PMS is responsible to ensure that administrative accessions requirements are completed in accordance with this publication and other prescribed policies and regulations. Reference Appendix C, PMS Checklist and Appendix N, USACC Form 145-5-1 Officer Appointment Checklist for detailed administrative requirements.

b. Cadets/LTs Responsibilities:

(1) Monitor Enterprise email accounts for updates.

(2) Keep the ROTC Program(s) PMS, Cadre, and Staff informed of any changes in address, marital status, graduation/commissioning dates, and any circumstances that could preclude attendance at BOLC-B and Advance/Basic Camp. Any change in Cadet status requires a Change/Deletion Report to be processed from the school through responsible Brigade to HQ, USACC, ASD G1. (See Figure C-1).

(3) Initiate actions to meet special requirements by the spring semester of the MSIII year. This includes but is not limited to graduate exams, flight physicals, SIFT and GRFD revocations.

(4) Complete accessions inputs/data entry and RD preference (USAR or ARNG) selection by the suspense date.

(5) Indicate desire to remain in the same component as their current unit if they request, but do not receive, active duty if Cadets/LTs are Simultaneous Membership Program (SMP) participants.

(6) Ensure the BOLC-B Assignment Preference Sheet (CC FM 218-R) is entered correctly in CCIMM by established suspense date.

(7) Any extenuating circumstances affecting BOLC-B and ADVANCE/BASIC CAMP attendance must be annotated. Remember to submit a Change/Delete Report to USACC HQs, G1, Accessions and Security Division if officer cannot attend scheduled BOLC-B.

(8) Cadet BOLC-B Assignment Preference Sheet (CC FM 218-R) must be signed by the Cadet whose record appears on the CC FM 218-R.

(9) CCIMM is the only source of reference for Cadet preferences on the CC FM 218-R, not hand written comments kept in the Cadet file.

(10) Cadets are personally responsible for the accuracy of this information; therefore, they must ensure each entry is true and correct.

(11) Cadets must ensure they receive a printed copy of their CC FM 218-R for reference once validated.

(12) Failure of the Cadet to ensure entries are correct in their individual record is not considered an administrative error and will not be considered as an exceptional circumstance for any reconsideration requests.

1-6. Brigades Responsibilities

a. Review all Program CCIMM inputs for accuracy prior to suspense dates in Appendix B.

b. Ensure accuracy of Programs' calculation of GPAs, annotating degrees for ECPs/MJC Cadets, and coding academic degrees accurately.

c. Review PMS comments on the Accessions Management Sheet (AMS), page 1, for accuracy and completeness to ensure cut and paste remarks are not forwarded.

d. Brigades will develop an oversight process to ensure that PMS(s) are completing pre-commissioning, commissioning, and records management requirements for the accessions selection and branching process.

e. Request USACC G1, ASD Analysis cell to unlock records when necessary to change data that requires correction prior to the selection and branching board.

Chapter 2 – Fiscal Year 2018 Accessions Cohort

2-1. Fiscal Year (FY) 2018, Accessions Zone

a. All Cadets and ECP LTs who have successfully completed Advanced Camp and will graduate and commission between **1 October 2017 and 30 September 2018** will be accessed during the FY18 accessions process.

b. Cadets that commission following Advanced Camp will be included in the Cohort. Accessions criteria provided in this chapter governs ALL Cadets entering the accessions cycle as stated in the paragraph above. Data beyond the MSIII year is not to be entered into the Accessions Management Sheet (AMS) on any Cadet/2LT.

c. Cadets, ECP LTs, and Education Delay Selectees who have already been boarded by a Department of the Army/Reserve Officers' Training Corps (DA/ROTC) Regular Army (RA) Branching Board and HQDA Education Delay Board will not be re-boarded unless their graduation and commission date migrates one full school year (two semesters). They will retain their OMS score and remain in their original cohort.

2-2. Component Selection and Branching Procedures

   a. The Outcome Metrics List (OML) model is used to develop the National OML. The National OML is then used for component selection and for Active Component branching process.

      (1) Active Component selectees will be branched based on Army requirements using a combination of individual OML ranking coupled with each individual's "talent score" on knowledge, skills, and abilities assessed from participation in the web-site Talent Management process.

      (2) Reserve Component Cadets are branched based on their ARNG/USAR approved personal selection of a position, unit, and qualifying branch via the Vacancy Hold Letter or Letter of Acceptance process.

   b. Cadet Personnel Actions. Appendix P provides detailed explanations on administrative procedures for processing Cadet Actions impacting accession. Reference this section for types of Cadet Personnel actions and required documentation.

2-3. Branch Preferences and Restrictions.

   a. Integration of female officers into Armor and/or Infantry branches for the FY18 cohort will occur at the Cadet's request using the normal branching process. The "opt-in" policy remains Army policy. Females that do not wish to be considered for Armor and/or Infantry as a Basic Branch should not list Armor and/or Infantry. Likewise, female Cadets should not list Armor and/or Infantry as a Control (Detail) Branch unless they want to be considered for selection into one of these. Female Cadets may opt-into Armor and/or Infantry as both Basic and Control Branch, or individually as a Basic Branch or Control Branch. (Example 1: A female Cadet desires to be considered for Armor as a Basic Branch and not Branch Detail, they simply select Armor as their Basic Branch and do not list Armor as a Branch Detail preference. Example 2: A female Cadet does not desire Armor as their Basic Branch but would like to be considered for Armor as a Detail Branch, they do not list Armor as a Basic Branch but do select Armor as a Detail Branch preference).

   b. Army Medical Department branches should not be listed as any branch preference in the Branching Module except for Army Nurse Corps (AN) and Medical Service Corps (MS). If MS is requested, it should be understood that it is for only the Area of Concentration (AOC), 70B, Health Services Officer. Reference Department of the Army Pamphlet 600-4, Chapter 10, for specific details on Medical Functional Areas and Areas of Concentration. There are twenty-three Areas of Concentration in the Medical Service Corps.

c. Aviation (AV) branch has qualification restrictions that officers and Cadets must meet in order to select this branch on the CC Form 67-1-R ROTC Cadet Accessions Management Sheet (AMS). Only those candidates that truly desire to be an Army Aviator should complete the testing and physical requirements by established date in Appendix B.

(1) Testing – Candidate must have a valid Selection Instrument for Flight Training (SIFT) Score of 40 or greater. Retest after receiving a qualifying score is not authorized.

(2) Physical - Physical status inquiries should be directed to USACC Command Surgeon office at (ATCC-ZS). All flight candidates must have a Class 1A Flight Physical approved by Fort Rucker by established cut-off date as indicated in Appendix B to compete for Aviation branch at the Department of the Army/Reserve Officers' Training Corps (DA/ROTC) Selection and Branching Board. See Appendix R for Command Policy on Class 1A Flight Physicals given at Advanced Camp and the Request for Class 1A Flight Physical at the Advanced Camp (previously CLC). Class 1A Flight Physicals not loaded directly on Aeromedical Electronic Resource Office (AERO) system by the facility conducting the Class 1A Flight Physical should be sent in hard copy form to: US Army Aeromedical Activity, 110 Sixth Street, Building 110, Fort Rucker, AL 36362.

2-4. Electronic Accession File Preparation/Checklist

_____a. School Programs must enter and validate all accessions data in CCIMM on all Cadets (excluding Cadets applying for Ed Delay Status (DL) for Brigade review and validation (Appendix J Ed Delay). CCIMM is the official database for any accessions file, therefore only administrative errors associated with CCIMM will be considered for duty status changes following release of board results. Cadets will use electronic "paperless" files. No paper copies are required for the DA/ROTC Branching Board. Use the Accession File Checklist to ensure all required data/documents are completed and/or submitted.

_____b. Cadets requesting Ed Delay must have a Hard-Copy File prepared by School Program and forwarded to Brigade for review. HRA will provide Brigades two (2) Hard-Copies Ed Delay Packets using the forms in CCIMM and supporting documentation.

_____c. Brigades will review for accuracy, completeness and forward two Hard-Copy accession packets for Ed Delay applications. Mail to: Headquarters, US Army Cadet Command (USACC), Deputy Chief of Staff G1, Attention: Accessions and Security Division, Bldg 1002, 204 1st Cavalry Regiment Road, Fort Knox, Kentucky 40121-5123.

_____d. Brigades will review and validate all data on the Accessions Management Sheet (AMS) in CCIMM and close out each record once it is accurate. Cadets will use

electronic "paperless" files. No paper files are required for the DA/ROTC Branching Board. Use the Accession File Checklist to ensure all required information and documents are accurate and complete.

_____e. USACC G1, ASD will be the final reviewer of data and documents required for all boards.

_____f. **ALL COMPOS** -To be included in the OML Model process, all Cadets that graduate and Commission between 1 Oct 2017 and 30 Sep 2018 and EOCC Cadets that receive their commission following Advanced Camp completion in Summer 2017, must have accession files marked as "Host School OML Input Complete" NLT 6 September 2017 and "Branching Board Packet Complete" NLT 2 October 2017 in the Branching Module of CCIMM. Incomplete, inaccurate, or late data in CCIMM could negatively impact a Cadet's OML ranking; ultimately impacting component selection and branch selection results.

_____g. Cadet Files not marked "Host School OML Input Complete" and "Branching Board Packet Complete" will not go before the ROTC Branching Board. Marking "OML Input Complete" and "Branching Board Packet Complete" confirms that the PMS and Cadet agree on the entries of the Accession Management Sheet (AMS) and the information in CCIMM contains no errors.

_____h. Files that do not go before the ROTC Branching Board will be submitted to a HQDA Stand-By Board. Files submitted to a Stand-By Board will be integrated into the PMS Accessions OML and the National OML using .5 markings (Example: "I rank this Cadet 7.5 of 10"). Cadets must be checked as "OML Packet Complete" and "Branching Packet Complete" in the Branching Module of CCIMM. Do not Check "Stand-By Board."

2-5. Requests for Branch and Duty Status Change.

a. The Commanding General (CG), Cadet Command may disapprove branch and component change requests. CG, USACC has delegated disapproval authority to Brigade Commanders. Branch and duty status changes must arrive to USACC G1, ASD by the suspense dates published in Appendix B to allow time for processing prior to the Basic Officer Leader Course Conference. Change requests for administrative error not identified by the suspense date will not be considered. All actions must be processed through the chain of command.

(1) USACC will forward all branch changes requests recommended for approval by CG, USACC to the CG, Human Resources Command (AHC-OPD-A).

(2) USACC will forward all component change requests recommended for approval to HQDA DMPM (DAPE-MPO-AP) for Cadets and to CG, Human Resources Command (AHRC-OPD-A) for newly commissioned Second Lieutenant(s).

(3) CG, USACC may approve one-for-one component change requests between ARNG and USAR.

b. Individuals (Cadets) may request branch or duty status changes if an administrative error was made in their accession file, which would have resulted in a different branch/duty status, or if exceptional circumstances exist, which warrant such a change for the good of the Army (e.g. Cadet's standing on the OML can be directly related to a death of a parent or sibling which created a situation that caused lower performance than prior to situation). Consider duty status changes from AD to RFD only if there is evidence and documentation of a family hardship. All changes for an administrative error must be completed by the date identified in Appendix B.

c. Lieutenants who have been commissioned and are requesting a RD component or duty status change must submit a DA Form 4187 through the USAR or ARNG unit directly to the officer's higher headquarters, not USACC HQs. A Vacancy Hold Report (VHR) from the USAR Unit, validated by Army Reserve G1 (for USAR LTs), or a Letter of Agreement (LOA) from the ARNG state Officer Strength Manager (for ARNG LTs), must accompany component change requests. Requests should clearly indicate a valid paragraph/line number, position, and branch in the gaining unit. Requests must also include a DA Form 4651-R, Request for Reserve Component Assignment or Attachment, or NGB Form 60, Request for Clearance from US Army Enlistment/Appointment in the Army National Guard, from the gaining unit. Failure to follow preparation instructions may result in an officer not receiving the requested duty status change. (See Appendices L and Q).

d. Cadets holding Dedicated NG Scholarships must obtain a LOA from an ARNG unit and Cadets holding Dedicated USAR Scholarships must obtain an approved VHR from United States Army Reserve Command (USARC), G1, Initial Military Training (IMT), assigning them to a position and branch within a desired USAR unit.

e. Cadets accessed Reserve Duty with Dedicated Guard/Reserve or Guaranteed Reserve Forces Duty (GRFD) scholarships are **not authorized** to request a component change to Active Duty. The only exceptions are Cadets who are participating in a Health Professional Scholarship Program (HPSP) and Financial Assistance Program (FAP), Uniformed Services University of the Health Sciences (USUHS) and Early Commissioning Program cadets. The USACC Proponent is Recruiting, Incentives, Marketing Directorate (RMID). Reference USACC Regulation 145-1, Chapter 10 for specific guidance on this process.

(1) Cadets with a GRFD Non-Scholarship Contract Endorsement cannot apply for Active Duty unless they have an approved Cadet Command 204-R (Revocation of GRFD Contract Endorsement).

(2) Military Junior Colleges (MJC) ONLY: GRFD Scholarship revocation requests must go to the Secretary of the Army for approval in accordance with Title X, Section

2107a. MJC Cadets interested in requesting a revocation of a GRFD **Scholarship must submit the request 120 days prior to commissioning**.

2-6. Basic Officer Leader Course-B (BOLC-B).

a. BOLC is part of the on-going TRADOC Officer Education System transformation process to meet Army officer Initial Military Training (IMT) needs. TRADOC DCG-IMT is the functional proponent for all Initial Military Training policy and execution guidance.

b. USACC Accessions and Security Division will obtain BOLC-B class assignments and first duty assignments for Active Duty (AD) selectees; notify Brigades and School Programs; and issue appropriate initial AD Permanent Change of Station (PCS) orders.

c. The Army Reserve G1 IMT Branch or National Guard Bureau G1, Accessions Branch will obtain BOLC-B assignments for all Reserve Duty selectees. Notice of assignment and orders will be provided through each selectee's ENTERPRISE email account.

2-7. Attachment Program.

The attachment program allows Second Lieutenant(s) who sustain medical injuries while performing GBR duty and cannot attend a scheduled BOLC-B to remain at the ROTC Program(s) while recuperating from the injury and allows ROTC Green to Gold Active Duty Obligors to remain at the program in an Active Duty status until scheduled for departure to BOLC-B. This ensures that Green to Gold ADOs officers do not have a break in service while pending attendance at BOLC-B. Attached Second Lieutenant(s) are not authorized to enroll or attend graduate school while pending BOLC-B.

2-8. Personnel Security Investigation – ROTC Program(s) Responsibilities

a. ROTC Program(s) Security Managers Administrative Procedures are:

(1) Conduct a local records check for each contracted Cadet prior to initiating the SF 86 through Personnel Security Investigation Portal (PSIP).

(2) Security Managers will use JPAS to establish an "owning or servicing" relationship with their Cadets within 60 days of contracting and maintain the relationship until the Cadet is commissioned. JPAS terminology for NACLC is changed to T3. And SSBI is now T5.

(3) Security Managers will check the JPAS Person Summary to verify whether or not the subject has a security clearance before initiating an investigation. Use the drop-

down menu above the SSN to see if multiple person categories exist. If the Cadet has a "Reserve", "Reserve Enlisted", "Academy", or "Active Duty" person category and needs an investigation, the Security Manager will establish the relationship under the appropriate person category and initiate the investigation using the Personnel Security Investigation Portal (PSIP) link. All instructions will come from PSIP to complete the SF 86. Security Managers must ensure proof of US Citizenship is uploaded to iPERMS (birth certificate or naturalization certificate).

(4) Once finalized, the Cadet will provide a completed SF 86 to Security Managers. The SF 86 certification, authorization for release of information, authorization for release of medical information, and fair credit report signature pages will be uploaded and attached prior to approval or faxed to 410-306-3858 at the Personnel Security Investigation Center of Excellence (PSI-COE).

(5) Fingerprints will be completed and submitted digitally, by ROTC Program(s) or local Recruiting Station, in accordance Homeland Security Presidential Directive 12 (HSPD12).

b. A copy of the SF 86 and release forms should be maintained until the Cadet departs. Security Managers will update the "Date Submitted to OPM" field on the CCIMM security page. No later than 30 days after submitting the SF 86, check JPAS to ensure the investigation has opened and contact the USACC security specialist to conduct an initial status check. Once the investigation has opened, continue to monitor JPAS until the clearance is granted. If the Cadet's clearance is not granted after completing Advanced Camp, follow up with USACC Security every 60 days until the clearance or interim clearance is granted. USACC Security will document the status-check findings on the security page in CCIMM. Upon notification that the clearance has been granted, USACC Security Branch will update the "Granted" field in CCIMM. The Security Manager will print the Security page and use it as the clearance verification source document for accessions purposes. The DA Form 873 has been eliminated. Security Managers will out-process the Cadet from JPAS once the Cadet commissions or is disenrolled. **Note:** There is a new requirement to upload DD Form 785, Record of Disenrollment, into iPERMS when a Cadet is disenrolled from the ROTC Program(s).

c. Interim clearance requests for internships must be submitted no earlier than (NET) 90 days prior to the internship start date. Interim clearances for commissioning must be submitted NET 90 days but NLT 30 days prior to commissioning. Interim clearances granted by ARNG or USAR will not be used for commissioning. USACC G1, Security Branch will grant all interim clearances for commissioning.

d. Single Scope Background Investigation (SSBI) for Cadets assigned to Military Intelligence (MI), Cyber (CY), or Ordnance (OD) (EOD Selects Only).

(1) An SSBI must be submitted for all individuals whose AD control branch is MI, CY, or OD (EOD Selects Only) by the established suspense dates. Cadets selected for

RD in MI or OD (EOD Selects Only) will submit their SSBI through their guard/reserve unit.

(2) If the Cadet's National Agency Check with Local and Credit Checks (NACLC) Camp) is still open, contact the security specialist at USACC, G1, Security Branch to get the investigation upgraded.

(3) If the NACLC has closed, the HRA will initiate the SSBI in order for the Cadet to complete the SF 86 in Electronic – Questionnaires for Investigations Processing (e-QIP).

(4) The Security Manager will ensure a copy of the SF 86 and signature pages are saved onto CD for the Lieutenant to hand-carry to BOLC-B. Enter the "SSBI submission date" on the CCIMM security page.

(5) ASD cannot process orders for AD Second Lieutenant(s) with a CY, MI or OD (EOD Selects Only) control branch unless an "SSBI submission date" is in CCIMM. The security managers at BOLC-B can check JPAS, or if necessary, contact OPM, to verify the investigation has opened or has been upgraded. Point of Contact is USACC, ASD (Security Branch Chief or designated brigade Security Specialist).

2-9. Reporting of Derogatory Information

a. In accordance with AR 380-67 paragraph 8-2, when credible derogatory information is known a DA FM 5248-r will be immediately forwarded to USACC G1 Security Branch. This will initiate an incident report to the Department of Defense Consolidated Adjudication Facility (DOD CAF) by USACC G1 Security Branch and security clearance will be suspended. As a minimum, initial reports will indicate the details of the credible derogatory information and action being taken. Follow-up reports will be submitted at 90-day intervals to USACC G1 Security Branch. At the conclusion of the incident a final DA FM 5248-r with supporting documents will be submitted to USACC G1 Security Branch and forwarded to the DOD CAF for adjudication.

b. All correspondence from the DOD CAF will be forwarded by USACC HQs Security Branch to the PMS for action. Suspense dates for these actions are set by the DOD CAF. Contact USACC Cadet Command Security Branch at least 7 working days prior to suspense date if an extension is needed.

2-10. Gold Bar Recruiter Program (GBRP).

The GBRP supplements the recruiting process by assisting the PMS and Recruiting Operations Officer (ROO). The GBR makes the greatest impact for ROTC by working with select on-campus markets talking about his or her own experience as a Cadet. See Appendix M for specific administrative procedures, restrictions, and requirements.

2-11. TRICARE 708 Plan.

a. TRICARE 708 authorizes health care entitlements for newly commissioned Regular Army Second Lieutenant(s) (but not their family members/dependents) pending initial accession on active duty upon passage of the 2004 National Defense Authorization Act.

b. Upon commissioning into the U.S. Army, Second Lieutenant(s) pending accession in the Regular Army may apply for a Reserve Component (RC) military ID card. This card authorizes access to the commissary, exchange, morale welfare, and recreation facilities. The officer (service member only/no family member) is eligible to receive medical care in Civilian and Uniformed Services medical facilities only if the officer does not have personal medical insurance. The officer may apply for a Common Access Card (CAC) based on the effective date they will enter Active Duty (AD) identified on official orders. The Defense Manpower Data Center data base should be updated within two working days of the officer's AD accession date enabling CAC issuance and access to the full range of AD benefits described above for both the officer and family members. If an officer is having trouble receiving the RC ID Card or AD CAC; the officer should FAX a copy of active duty orders and DA Form 71 to 502-613-9535 or email USARMY.KNOX.HRC.MBX.TAGD-DEERS@MAIL.MIL. Please allow a minimum of 48-72 hours for a response to the Second Lieutenant(s) email address provided in the inquiry.

- o Second Lieutenant(s) selected for Regular Army, commissioned and accessed to active duty may email staff at USACC G1 Accessions Branch: usarmy.knox.usacc.mbx.hq-g1-rotc-accessions@mail.mil
- o POC for contracted Cadets only (not yet commissioned or accessed to active duty) is Mr. Rob Trexler, USACC, DCG G1, CASD robert.k.trexler.civ@mail.mil.

APPENDIX A – References

Section I – Required Publications

Army Regulation 25-50
Preparing and Managing Military Correspondence

Army Regulation 145-1
Senior Reserve Officers' Program: Organization, Administrative, and Training, Rapid Action Revision, 6 September 2011

Army Regulation 350-100
Officer Active Duty Service Obligations, dated 8 August 2007.

Army Regulation 380-67
Department of the Army Personnel Security Program, Rapid Action Revision, 4 August 2011

Army Regulation 600-8-10
Leaves and Passes, 15 February 2006.

Army Regulation 600-8-104
Army Military Human Resources Records Management, 2 August 2012

Army Regulation 601-2
Army Promotional Recruiting Support Programs, 2 March 2010

Army Regulation 601-25
Delay in Reporting for and Exemption from Active Duty for Training and Reserve Forces Duty, 19 October 2006

Army Regulation 601-100
Appointment of Commissioned and Warrant Officers in the Regular Army, 21 November 2006.

Army Regulation 623-3
Evaluation Reporting System, 4 November 2015

Army Regulation 627-1
Army Fellowships and Scholarships, 8 August 1997

Section II – Prescribed Publications

Cadet Command Regulation 145-9
Reserve Officers' Training Corps Branching, Commissioning, and Accessioning,
8 June 2016.

Cadet Command Regulation 145-10
Reserve Officers' Training Corps Guaranteed Forces Duty Program (GRFD)

Cadet Command Regulation 145-11
Reserve Officers' Training Corps Simultaneous Membership Program (SMP)

Cadet Command Regulation 600-85 (Rapid Action Revision dated 20 Dec 13)
Army Substance Abuse Program Drug Testing Program Prevention and Education

Army Regulation 350-1
Army Training and Leader Development, August 2014

Department of the Army Pamphlet 600-3
Commissioned Officer Professional Development and Career Management,
3 December 2014

Department of the Army Pamphlet 600-4
Army Medical Department Officer Development and Career Management, 27 June 2007

Army Doctrine Reference Publication (ADRP) 6-22
Army Leadership, August 2012

Army Doctrine Publication (ADP) 6-22
Army Leadership, August 2012

Army Techniques Publication (ATP) 6-22.1
The Counseling Process, July 2014

Field Manual 6-22
Leader Development, June 2015

Section III – Prescribed Forms

DA Form 31 (prescribed in Appendix M)
Request and Authority For Leave

DA Form 71 (prescribed in Appendices I, L, and M)
Oath of Office

DA Form 597 (prescribed in Appendix J)
Army Senior Reserve Officers' Training Corps (ROTC) Non-Scholarship Cadet Contract

DA Form 597-3 (prescribed in Appendix J)
 Army Senior Reserve Officers' Training Corps (ROTC) Scholarship Contract

DA Form 5248-r (prescribed in paragraph 2-8)
Report of Unfavorable Information For Security Determination

DD Form 785 (prescribed in paragraph 2-8)
Record of Disenrollment

USACC Form 145-5-1 (prescribed in paragraph 1-4)
Officer Appointment Checklist

CDT CMD Form 67-10-1 (Prescribed in Appendix E)
Cadet Officer Evaluation Report (COER)

CDT CMD Form 67-9-1 (Prescribed in Appendix F)
Accessions Management Worksheet (AMS)

APPENDIX B – FY17/18Accessions Suspense Calendar and Timeline

Suspense Date(s)	FY 17/18Accessions Cohort Timeline for Required Actions (Cadets Graduating and Commissioning between 1 Oct 2017 and 30 Sep 2018, and EOCC Cadets that receive commission following Advanced Camp completion during Summer 2017)	G1 ASD	Brigade	Program (University)
Suspense dates are set with a view toward giving Programs maximum time to obtain/complete required documentation, while allowing time for Brigades and USACC G1, ASD to review files before the National OML is established and prepare for the HQDA/ROTC Branching Board. **These are the maximum NO LATER THAN suspense dates.** Brigade Commanders have the authority to require their Programs to meet earlier suspense dates.			
1Jun 2017	o All FY17 DL selectees provide proof of admittance to medical, law or seminary schools. o Extension requests for FY17 DL selectees.			X
1 Jul 2017	o GRFD **Non-scholarship** Revocation Requests submitted thru USACC (120 days prior to commission)			x
21 Aug 2017	Talent Management branch match data released to Cadets	X		
1 Sep 2017	OPAT record score in CCIMM			X
6 Sep 2017	o Host Schools complete CCIMM inputs for FY17 Cohort o Hardcopy Ed Delay application packets due to G1 ASD			X
6 Sep 2017	CCIMM OML Data locked. (Do Not Lock "Branching Board Packet Complete" block)	X		
20 Sep 2017	Release of Component Selection results Unlock active selectee CCIMM "Branching Board Packet Complete" block for schools that locked them in error prior to this date.	X		
30 Sep 2017	o Cutoff for Aviation qualification by Fort Rucker o All PMS(s) must have completed counseling for all Cadets selected for USAR. (Use DA Form 4856 at Appendix L)			X
2 Oct 2017	o All Accession Packets complete for active duty selectees in CCIMM. Branch preferences entered. o ADSOs entered and uploaded. o Cadet and PMS comments entered. o Mark "Branching Board Packet Complete" block. o Bde S-1 annotate "Bde Review Date" o 218-Rs due for December graduates.		X	X X X X X
3-5 Oct 2017	Educational Delay Board	X		
20 Nov 2017	o Release Educational Delay Board results. o Release Branching Board results. o Receive RFOs from HRC for December Graduates. o ASD begins publishing orders for December Graduates.	X X X X		
1 Dec 2017	o ALL active component Cadets selected for CY, MI and OD (only EOD) branches must have SSBI initiated.			X
5 Dec 2017	BOLC-B Scheduling Conference	X		
15 Dec 2017	o Last day to request Component or Branch changes due to administrative errors or exceptional circumstances. o Last day to update spring graduates 218-R in CCIMM. o LOA or VHR for all RFD (NG and USAR) Cadets.			X X X
17 Jan 2018	Last day for Active Duty Selectees' to provide packets 1 and 2 of Scholarship/Fellowship Requests (CSA Warrior Scholar program)			X
1 Feb 2018	Receive RFOs from HRC and ASD publish orders.	X		
1 Apr 2018	Last day to request RD Component Change.			X

APPENDIX C – Professor of Military Science (PMS) Checklist

Professor of Military Science (PMS) Checklist/Administrative Responsibilities			
Yes	**No**	**N/A**	**(Check Appropriate Response)** **1. Prior to accession data entry in CCIMM, PMS will:**
			Ensure a National Agency Check, Local Records Check, and Credit Check (NACLC) is submitted to the Office of Personnel Management if the Cadet does not have a security clearance or an existing NACLC (para 2-8).
			Ensure all contracted Cadets have an ENTERPRISE e-mail account entered in CCIMM.
			Review all established suspense dates Appendix B.
			Identify Cadets interested in Aviation to ensure SIFT tests and flight physicals are taken early (MS III year if military medical facilities are close by and available) or initiate at Advanced Camp. Note: Individuals who do not have an approved flight physical status from Fort Rucker as verified by Cadet Command, G1 ASD at time of the ROTC Branching Board, will not be considered for Aviation. Cadets receiving physicals at Advanced Camp and require a remedial evaluation historically do not meet the deadline requirements and cannot compete for Aviation.
			Identify Cadets interested in applying for Educational Delay, and ensure that the Cadets schedule and take required graduate school tests early (MCAT, LSAT, etc).
			Ensure that any GRFD Non-scholarship Cadets who are applying for AD submit a request and receive approved revocation of GRFD contract to USACC, RMID by established suspense date. Requests will be reviewed by the Commanding General and the RC component affected will be notified.
			Identify all Cadets and ECP LTs who fall within the Accessions Zone/Cohort and establish an accessions OML with all Cadets identified in the Cohort (Appendix D). (Note: ECP LTs OML is based on their Military Junior College [MJC] Cohort.)
			Designate Distinguished Military Student(s) (DMS) from ROTC Program(s)(s)' OML in accordance with USACC Regulation 145-9. Schools must order and prepare DMS certificates.
			Ensure Cadets complete Talent Management Requirements. Also ensure Cadets review the Branch Orientation web site at: http://www.goarmy.com/careers-and-jobs/officer-careers-and-specialties.html and DA Pam 600-3, Commissioned Officer Professional Development and Career Management, which contains branch descriptions
			Ensure Cadets requesting Reserve Forces Duty obtain a Unit Vacancy Hold Report (for USAR Cadets) or a Letter of Acceptance (for ARNG Cadets) and submit to the appropriate component for validation (Appendix L). PMS(s) may coordinate with USARC G1 IMT Branch for a list of open positions in region.
Yes	**No**	**N/A**	**2. Verification/data entry of accession data into CCIMM, PMS will:**
			Ensure all required data is complete and accurately entered into CCIMM prior to suspense dates Appendix B.

			Professor of Military Science (PMS) Checklist/Administrative Responsibilities –pg 2
			ADSO data is entered in CCIMM and contract addendums are completed, signed, and uploaded onto the https://safe.amrdec.army.mil if approved Appendix O. ADSO consideration should not be entered into CCIMM unless the ADSO contract is completed by the PMS/APMS and Cadet. This is not an "After the Fact" requirement, it is a Board Requirement.
			All Cadet Officer Evaluation Report (COER) comments are consistent with letter ratings, that all comments use correct spelling and grammar, and that all COER "Not Qualified" ratings have a PMS comment. See Appendix E.
			Data for all ECP LTs in Accession Cohort is entered into CCIMM.
			Include accurate baccalaureate degree and major in CCIMM Accessions model.
			3. Prior to the start of the accessions process, the PMS will brief/counsel Cadets to ensure they understand:
			Ensure all Cadets in the cohort have been briefed on the ROTC OML Model, National and Active Duty OMLs, branching methodology for AD, RD, DL, and how the ADSO options Appendix O are used in the branching process.
			Assessment Management Sheet (AMS) with Cadet to ensure data is correct, it is signed and dated by the Cadet, and it is maintained on file.
			Review requirement for a Unit Vacancy Hold Report (USAR) and LOA (ARNG) for Cadets with a GRFD scholarship contract.
			Remind GRFD scholarship Cadets about the **restrictions on revocations** of GRFD contracts. Very restricted and requires Sec Army approval.
			DMG designation. (Note: USACC DCS G1, ATCC-PAS will prepare and disseminate DMG certificates)
			Nurse Cadets' special requirements for commissioning, licensure, and entry on AD for the Army Nurse Corps.
			AV branch applicants will have a 6-year AD obligation following completion of flight training or voluntary withdrawal from flight training during Phase I of their BOLC-B, and of the age requirement to be older than 18, but must be actively involved in flight training by age 32.
			Counsel ECP LTs on GRFD revocation procedures and restrictions. Ensure they are aware that those that had dedicated MJC GRFD Scholarships CAN request revocation of GRFD and request AD. Requests must be submitted 120 days prior to commission date.
			Ensure Cadets selected for: USAR obtain a Unit Vacancy Hold Report and ARNG obtain a Letter of Acceptance by established suspense date.
			Following Component Selection ensure all RFD (USAR & NG) Cadets are counseled using DA Form 4856 at Appendix L NLT 30 Sep.
			4. For submission of accession data, PMS will:
			Comply with all established suspense dates.
			Certify that each individual meets all requirements for branching and consideration for commissioning.
			Ensure "OML Packet Complete" and "Branching Packet Complete" are checked in CCIMM for all Cadets in the accessions cohort IAW the established suspense dates

Professor of Military Science (PMS) Checklist/Administrative Responsibilities –pg 2			
Yes	No	N/A	**5. Upon receipt of HQDA/ROTC Branching Board results, PMS will counsel Cadets on:**
			Notification of branch results and ADSO selection, if applicable, documented in writing within 48 hours of official release, and the accession process for each Cadet's duty status.
			ADSO options still available: Post for ADSO and Branch for ADSO, and Dual ADSO are available AD selectees. May elect by established suspense date Appendix B.
			Assignment preferences (CC Form 218-R) and ensure data is entered correctly in CCIMM by established suspense date. Ensure inclusion of any extenuating circumstances affecting BOLC-B and CST attendance.
			BOLC-B attendance takes precedence over CST and GBR duty. Note: GBR duty WILL NOT start without a Signed Scroll, approved BOLC-B class, and official assignment orders.
			Keep the school program informed of any changes in address, marital status, graduation/commissioning dates, and any circumstances that could preclude attendance at BOLC-B and CST. (See Change/Deletions Report.)
			Continue to monitor ENTERPRISE email accounts for updates.
			Ensure SSBIs for Cadets selected for AD with CY, MI or OD (EOD) as control branch are submitted to the Office of Personnel Management utilizing the 1 Dec 17 suspense date (Appendix B) if the subject's NACLC has closed. If the NACLC is still open, ensure the HRA contacts USACC G1, ASD, Security Branch to request an investigation upgrade. SSBIs for Cadets selected for RD and branched MI are submitted through their National Guard or Army Reserve unit within 10 days from notification of branching results.
			Submit Change and Deletion report to USACC G1, ASD, Accessions Branch (appropriate branch manager), for any changes in graduation or commissioning date or other circumstances that could preclude Second Lieutenant(s) from attendance at BOLC-B and CST, and ensure CCIMM is updated. See Change Delete report example below in Figure C-1. Example of Change/Deletion Report. Ensure DMG status is updated in CCIMM for applicable Cadets upon commissioning.
			Brief Cadets/LTs on reviewing official files in iPERMS 60 days after commission date. (Counsel them - Individual officers have overall responsibility to ensure their record is correct/current). Also the HRA/administrative staff at the LTs' school program play critical role in ensuring the pre and post commission documents are uploaded IAW policy.
			The Security Manager will print the Security page and use it as the clearance verification source document for accessions purposes. The DA Form 873 has been eliminated. HRA(s) will out-process the Cadet from JPAS once the Cadet commissions or is disenrolled. **Note: There is a new requirement to upload DD Form 785, Record of Disenrollment, into iPERMS when a Cadet is disenrolled from the ROTC Program(s).**

OFFICIAL
SCHOOL
LETTERHEAD

ATCC-PAS-A

MEMORANDUM FOR Commander, United States Army Cadet Command ATTN: ATCC-PA-A, Bldg 1002, 204 1st Cavalry Regiment Road, Fort Knox, KY 40121

Subject: Accessions Change/Deletion Report

1. The following Cadet's graduation/commissioning date has changed. Please update his/her records accordingly:

NAME	LAST FOUR	OLD COM DATE	NEW COM DATE	BRANCH	REASON

2. The point of contact is *Enter Name* at *Enter Phone Number and .mil email address*

PMS Name
LTC, FA
Professor of Military Science

Figure C-1. Example Change/Deletion Report

APPENDIX D – ROTC Outcomes Metric List (OML) Model

D-1. The Outcome Metrics List (OML) Model

a. The purpose of the OML Model is to provide an objective, consistent process that enables Cadets/commissionees to better equate specific performance measures with their OML standing. The OML Model calculates an Outcome Metrics Score (OMS) for each Cadet/commissionee.

b. The OMS is computed based on performance in three main categories: Academic Outcomes (both general studies and Military Science), Leadership Outcomes, and Physical Outcomes and generate a merit-based ranking (highest to lowest) of the Cadets to be used in determining Component Selection and Branching. The OML Model was not significantly changed for the FY18 Cohort. The FY18 Cohort will access using the OML Model and is depicted in Figure D-1.

c. The OML Process

(1) Step 1 - Throughout the year ROTC host school programs and Cadet Summer Training (CST) Cadre input data required by the OML Model into Cadet Command Information Management Module (CCIMM).

(2) Step 2 – ROTC host school programs verify and validate the OML data in CCIMM. Although some validation checks are made by CCIMM, it is critical that schools verify and validate all the OML data in CCIMM before they mark the "Host School OML Input Complete" checkbox in the Branching tab. Data errors or omissions could negatively impact a Cadet's OMS and their position on the OML. Verification and validation is signified complete by the PMS and Cadet when a school checks the Host School OML Input Complete and the Branching Board Packet Complete checkboxes in CCIMM. The established suspense dates for each of these actions ARE NOT the same. Please refer to Appendix B for suspense dates.

(3) Step 3 - Brigades verify and validate the OML data in CCIMM, to include the GPA.

(4) Step 4 - USACC, G1, Accessions and Security Division (ASD) verifies that all OML data is in CCIMM.

(5) Step 5 - Using the data for each Cadet, the OML Model is run to calculate each Cadet's OMS.

(6) Step 6 - The National OML is created by rank ordering Cadets based on their OMS and identify which component each Cadet has been selected for and released to

each ROTC PMS for notification to Cadets. The National OML is then provided to the HQDA/ROTC Branching Board for branching and detailing all Cadets selected for Active Duty.

(7) Step 7 – Following the release of component selection to the ROTC host programs, the ROTC Host School program(s) will verify all branching information is correct by marking the "Branching Board Packet Complete" checkbox. This requirement may have been met at the same time as the Host School OML Input Complete requirement and should not be unlocked unless there are required changes.

D-2. OML Components

a. Academic Outcomes (40%)

(1) Standardized Test: The Collegiate Learning Assessment Plus (CLA+), worth 5%, assesses Cadets critical thinking, scientific reasoning, written communication and critical reading.

(2) The Accessions GPA, as referred to in CCIMM, is a combination of the Academic GPA and ROTC GPA and is worth 26% of the overall OMS. This cumulative grade point average (GPA) is used for the OML model to determine each Cadets individual OML points. For undergraduate Cadets, the Accessions GPA includes course grades through the end of the spring semester of the junior year (sophomore year for MJC Cadets), including ROTC courses.

(3) For Cadets that are contracted as graduate students, the cumulative graduate GPA for the first year of graduate studies is used as the Accessions GPA. Cadets that receive Pass/Fail grades for graduate studies must provide documented proof from a school official, not ROTC PMS or Cadre. This proof includes but is not limited to official transcripts, or a letter from the Dean's or Registrar's office. If Pass/Fail is the given grade, Cadets will use the Cumulative GPA from their Baccalaureate Degree; provided it too is on official transcripts. For further assistance contact HQ, USACC, ASD, OML Administrator for assistance.

(4) Academic Discipline points are awarded in the OML model as follows: 2 OMS points to ADM-3, 4 OMS points to Academic Discipline Mix (ADM)-4 Cadets, and 2 OMS points to ADM-5 (AN) Cadets.

(5) Language/Cultural Awareness (5%)

(i) The OML Model awards points to Cadets who major in foreign languages, successfully complete approved strategic foreign language courses and associated cultural studies. Also points are awarded for: Rosetta Stone Language Training, completion of the Defense Language Institute Foreign Language Center Headstart program, or study abroad programs at foreign universities in many non-English

speaking countries. The Army places an emphasis on "certain strategic languages" which are identified by DA and Subordinate Commands as strategic to the Army in the foreseeable future. These languages are identified in Table D-1 and will not be removed from this list for three years after they are removed from Army's Critical Language List. Majoring, completing courses, completing Rosetta Stone training, or passing the Oral Proficiency Interview in those languages will earn OML points as indicated in Table D-2.

Critical Strategic Language List for CULP			
Arabic	Estonian	Latvian	Slovene
Azerbaijani	Georgian	Lithuanian	Somali
Balinese	Haitian-Creole	Macedonian	Swahili
Bambara	Hausa	Malay/Malaysian	Tagalog
Bantu	Hebrew-Modern	Mongolian	Tajik
Bengali	Hindi	Pashto	Tamil
Bosnia	Hungarian	Persian-Afghan (other)	Telegu
Bulgarian	Igbo	Persian-Dari	Thai
Burmese	Indonesian	Persian-Farsi	Tibetan
Cambodian (Khmer)	Isizulu	Polish	Turkish
Chechen	Japanese	Portuguese	Turkmen
Chinese Mandarin	Javanese	Punjabi	Uighur
Chinese-Cantonese	Kanarese	Romanian	Ukrainian
Chinese-Gan	Kazakh	Russian	Urdu
Chinese-Wu	Korean	Serbian	Uzbek
Croatian	Kurdish	Serbo-Croatian	Vietnamese
Czech	Kyrghyz	Slovak	Wolof
			Yoruba

Table D-1. Critical Lanaguage List for CULP

(ii) The break out of CULP activities and their associated points can be found at Table D-2. The total points outlined are 201 however; no Cadet can obtain all possible points. For example, it is not likely that a Cadet would be able to major in both a critical and a non-critical language at the same time. Obtaining 38 points will obtain the 2.25 OML percentage points assigned to CULP. All activities must have been performed while a college student but not necessarily enrolled in ROTC. For example, a Cadet could have taken a course in Arabic during his/her Freshman year; but not yet have enrolled in ROTC prior to completing that course, and the Cadet still would receive 3 points for that course. Physical evidence of activities (transcripts, Rosetta Stone printed course completion certificates, or Defense Language Institute certificates) must be presented to receive credit for CULP activity.

(iii) Cultural Understanding and Language Proficiency programs (CULP) Activities Definitions are listed below and explain the exact criteria for what data should be entered into CCIMM to be awarded CULP points.

(iv) Language Major: Data for cadets majoring in languages will be entered in the "Activities" tab Student Management, Cadet. Data can be for years 1, 2, and 3 in a similar manner as other cadet activities explained in paragraph 3 above. To enter a language as a major for years 1 "YR1" or year 2 "YR2" the Cadet already must have declared the language as his/her major in that year and have taken at least one course in that language in each of the semester/quarters for that academic year. To enter a language as a major for year 3 "YR3" the language must be the declared academic major for the Cadet going before the board, and correspond to his/her academic major entered in CCIMM. For year 3 "YR3" the Cadet does not have to have taken a language course in each semester/quarter of that academic year. This data should be confirmed by the Cadet's college transcripts.

(v) Foreign Language Courses or Associated Cultural Studies. Data for Cadets successfully completing foreign language courses or associated Cultural studies will be entered in the "Language" tab, Student Management, Cadet. Although high school language courses completed should be entered at this tab, only college level language courses will contribute to the Cadet's CULP score. Thus, only courses completed as a college student should be entered in the College Level Language area. College Level courses taken in high school should be entered in "High School Language Experience" area and will not contribute to the CULP score. The label "# Terms" already has changed to "Factor = 2 x #courses". The value entered in this CCIMM field should be two times the number of courses successfully completed in that academic year (no odd numbers are to be put in this field).

- Example 1: If a Cadet took two German courses and one French course in his freshman year and then three German courses in his sophomore year, the HRA would confirm this on the Cadet's transcript and add: Language: German, freshman, #Terms "4" (2 x 2 courses); Language: French, freshman, #Terms "2" (2 x 1 course); and Language: German, sophomore, #Terms "6" (2 x 3 courses). **No more than three "critical" language courses and three "non-critical" language courses should be entered for any given academic year.** CCIMM will automatically adjust the CULP points awarded based on whether the academic school is semester or quarter system.

- Example 2: A Cadet who takes two semesters "non-Critical" courses in the academic year, will receive 6 CULP points, and a Cadet who takes three quarter "non-Critical" courses in the academic year will also receive 6 CULP points.

(vi) Headstart and Rosetta Stone. Rosetta Stone training is available to all Cadets at their expense. Headstart is available without cost from the Defense Language Institute and should be encouraged. This training should be entered at the "Language"

tab, Student Management, Cadet in CCIMM. All training completed by cadets should be entered only when they present a completion certificate for the entire course level; however, only courses passed by the Cadet will receive CULP points. The Cadet will not receive credit for more than three successfully completed "critical" courses or more than three "non-critical" courses successfully completed.

(vii) Study Abroad in a non-English speaking foreign country. Data for Cadets completing study abroad in a non-English speaking country should be entered in the "Language" tab, Student Management, Cadet. To make an entry in this area the study must be at a foreign college-level academic institution. High School studies in foreign countries should not be entered, and study at an English/American institution in a foreign country (example: University of MD in Korea) should not be entered. The "# Terms" equals two times the number of courses completed at the foreign college. The course successfully completed does not have to be a language course.

- Example 1: For example, a Cadet who studies Art and completes two courses at an Italian University would enter "Italy" and "#Terms" = 4.

CULP Activity	Points	Max per Yr	Max pts
Major in a Critical Language (Must be declared major at time of board for 3rd year credit, 1st and 2nd year must take language course in each semester/quarter of that year)	15	15	45
Major in Non-Critical Language (Must be declared major at time of board for 3rd year credit, 1st and 2nd year must take language course in each semester/quarter of that year)	10	10	30
Passing a Critical Language Course or associated approved Cultural Study (must be on college transcripts, High School does not count)	5	15	45
Passing a Non-Critical Language Course or associated approved Cultural study (must be on college transcripts, High School does not count)	3	9	27
Rosetta Stone in a Critical Language	5	5	15
Rosetta Stone in a Non-Critical Language	3	3	9
Study Abroad in a non-English speaking foreign Country (Must be course on transcript of non-US college level academic institution, completed courses do not have to be language courses)	10	10	30
Total Points Available			201

Table D-2. CULP Activity

b. Leadership Outcomes (45%)

(1) The PMS Experience Based Observations data is drawn from the Cadet Officer Evaluation Report (COER), ROTC CDT CMD Form 67-10-1, prepared for each Cadet by the respective Professor of Military Science at end of the junior year (sophomore year for MJC Cadets). The form is depicted in Appendix E below. The PMS has direct input in the COER as follows:

(a) PMS Rating of Potential" (11%), rated with MSIII peers regardless of migration to another year, Block Va.

(b) PMS Ranking" (12%), ranked with MSIII peers regardless of migration to another year Block Vb.

(2) ROTC Cadet Command Advanced Camp (15%)

(a) Successful completion of Advanced Camp is a requirement for appointment into the United States Army.

(b) Cadet performance at Advanced Camp will be evaluated and points awarded in the OML based on the Platoon Tactical Officers potential rating on the Advanced Camp Evaluation Form (CC Form 159)

(3) Cadet Training/Extracurricular Activities (5%)

(a) Cadet Training: The OML Model awards 5 points to Cadets for each successfully completed training opportunity as defined in CC Regulation 145-3, Pre-Commissioning Training and Leadership Development, and events listed in the training module in CCIMM. Only training opportunities that are available to all ROTC Cadets will count. Prior service Cadets earn Cadet Training points for service schools they successfully completed while enlisted if the training is also available to ROTC Cadets.

(b) Extracurricular Activities: The following define the criteria for awarding points to Cadets participating in Extracurricular Activities. If appropriate, Cadets may earn points in more than one category for participation in the same activity. Points are only awarded for participation while attending college. Tables D-3 and D-4 below displays the points awarded for participation (maximum of three years) in extracurricular activities and athletics respectively. The years of participation do not need to correlate to the MS year. A Cadet must have been attending college (but not necessarily enrolled in ROTC) when a given activity was performed.

- For example, a Cadet who had a part-time job during his/her freshmen year in college but was not enrolled in ROTC at that time could be awarded 5 points for having a part-time job during the freshmen year (i.e., Year 1 participation).

Extracurricular Activities	Points Per Year	Max Points
Color Guard	5	15
Drill Team	5	15
Ranger Challenge	5	15
ROTC Recruiter	5	15
Community Service	5	15
Student Government	5	15
Band Member	5	15
Debate Team	5	15
Elected Official of Organization	10	30
Leader (President/Captain)	10	30
Resident Advisor	10	30
Peer Educator or Tutor	5	15
Total Possible Points		**285**

Table D-3. Extracurricular Activities

(i)   Color Guard, Drill Team, Ranger Challenge, Band Member, Debate Team, Resident Advisor (also applies to Cadet Company Commanders and Cadet First Sergeants at Senior Military Colleges or Military Junior Colleges who serve as Resident Advisors in the Corps dorms), and Peer Educator/Tutor. To earn points for a given year for these activities, a Cadet must demonstrate participation throughout the duration of time in which the activity is available for the given year. Cadets who drop out of the activity before the activity concludes for the year or are released for misconduct will not receive points.

(ii)   ROTC Recruiter. To earn points for a given year for this activity, a Cadet must have participated in at least two ROTC Program(s)'s recruiting activities and recruited at least one Cadet to enroll into the ROTC Program(s) in a given year.

(iii) Student Government. To earn points for a given year for these activities, a Cadet must have participated and remained in good standing throughout the given year.

(iv) Community Service. Community Service consists of any ethical activities that a Cadet volunteered for the purpose of mentoring, inspiring, educating, or improving the lifestyle of a specific individual or group of individuals. To earn points each year for Community Service, a Cadet must have volunteered for at least 10 hours throughout each year.

(v) Elected Official of Organization. To earn points for a given year for this activity, a Cadet must have faithfully participated as an elected official throughout the given year. Elected positions are for but are not limited to organizations such as

fraternities, sororities, clubs, and student government. Organizations must ethically and professionally represent themselves within the community.

(vi) Leader (President/Captain). To earn points for a given year for this activity, a Cadet must have faithfully participated as a president or captain throughout the given year. Leader positions may be in but are not limited to organizations such as fraternities, sororities, clubs, student government, and Ranger Challenge. Organizations must ethically and professionally represent themselves within the community.

(4) Maturity and Responsibility (2%)

(i) SMP Cadet (ARNG/USAR). To earn points for a given year for this activity, a Cadet must have been a contracted SMP Cadet drilling with his/her unit and in a good status with their unit throughout the given year.

(ii) Full-Time Job. To earn points for a given year for this activity, a Cadet must have faithfully worked any legally paying job at least 30 hours per week throughout the given year.

(iii) Part-Time Job. To earn points for a given year for this activity, a Cadet must have faithfully worked any legally paying job at least 10 hours per week throughout the given year.

c. Physical Outcomes comprise 15% of the model. Other than the weighting factor, the Athletics component is unchanged from FY17.

(1) Army Physical Fitness Test (APFT) (11%)

(a) The MS III Fall on Campus APFT or, if the Cadet is not in the normal Cadet life cycle, the most current fall APFT. (5.5%)

(b) The MS III Spring on campus APFT or, if the Cadet is not in the normal Cadet life cycle, the most current Spring APFT. (5.5%)

(2) Varsity/Intramural/Community Team Athletics (4%)

(a) To earn points for a given year for these activities, a Cadet must demonstrate participation throughout the duration of time in which the activity is available for the given year. Cadets who drop out of the activity before the activity concludes for the year or are released for misconduct will not receive points. Varsity Athletics include all collegiate level sports represented by the National Collegiate Athletic Association (NCAA). Intramural Athletics include all sports represented by the college that the Cadet is attending. Community Team Athletics include all sports sponsored by the community or organizations within the community.

(b) The OML Model awards points to Cadets participating in athletics (varsity, intramural, and community level) similarly to Extracurricular Activities. Points are only awarded for participation while attending college. A Cadet must have been attending college, but not necessarily enrolled in ROTC, when a given activity was performed. See Table D-4.

Athletics	Points Per Year	Max Points
Varsity	10	30
Intramural	5	15
Community	5	15
Total Possible Points		**60**

Table D-4. Athletics

D-3. OML Model Data

a. Through CCIMM, ROTC host school programs have the ability to view and print all data used by the OML Model to calculate the OMS. Data used by the OML Model for the OMS calculation can be viewed in the Leader Assessment Management Sheet (LAMS) under the Branching Module in CCIMM. The LAMS also displays the sub-category values, their standardized scores, and weights. They can also view or print the Accession Management Sheet (AMS) which is used by the HQDA/ROTC Branching Board.

b. The OMS calculation in CCIMM is available all year for all ROTC Cadets and ECP LTs, not just those Cadets/ECP LTs considered during this year's OML process. CCIMM calculates the OMS based on the available data and is only as accurate as input data reflects.

c. Distinguished Military Graduate (DMG). Cadets ranked within the OML's top twenty percent of the National OML are designated as DMGs. The list of DMGs is released by HQ USACC along with the Component Selection results.

d. The OML is an internal HQ USACC tool whose use is required by DA G1, and is generally not releasable, with the exception of a listing of the OML's top ten Cadets for Public Affairs purposes.

e. The Accessions Management Sheet (AMS) displays all of the data that is used in the OML plus additional information that may be used by the Talent Management Board.

(1) The AMS is a read-only form that draws its data from CCIMM. The accuracy of OML data input to CCIMM is critical to the Component Selection and Branching process. PMS(s), Cadets, and HRA(s) are directly responsible for timeliness and accuracy. PMS(s) and Cadets will sign original printed AMS documents attesting to

their accuracy and then file them at the Program level. By checking the "X" in the Branching Board Packet Complete field in the CCIMM Branching Module, PMS(s), Cadets, and HRA(s) certify that the data has been verified as complete, accurate, and ready for OML Model processing and the Component Selection and Branching boards. **The data provided in CCIMM is the "Official" data source for component and branching information and is not connected to the Talent Management data collection.** PMS(s), Cadets, and HRA(s) must ensure that the information a Cadet desires to compete with is accurately reflected in CCIMM and may use information provided by the Cadet from the Talent Management site. (Example: Branch preferences listed in CCIMM are the branches the Cadet will be considered for if they receive Active Duty, therefore ensure each Cadet has verified their branch preferences prior to submission.)

(2) The OMSs generated by the model and displayed on each Cadet's/LT's AMS is used solely to establish a rank ordering with a Cohort of Cadets/LTs meeting the Component Selection and Branching Board requirements. The mathematical design of the OML model is such that the OMS's are not comparable from year to year. PMS(s) and Cadre should refrain from using past years' Accessions Board results and OMSs to counsel Cadets or to speculate on future Board results.

(3) Detailed preparation information regarding the AMS is found in Appendix F.

FY 18 OML Model

1. <u>Academic Outcomes</u> **(40%)**
   - Standardized Test
     - CLA+ **(5.0)**
   - Accessions GPA (cumulative through junior year) **(26.0)**
   - Academic Discipline **(4.0)** ADM4 = 4 pts; ADM3/5 = 2 pts
   - Language/Cultural Awareness **(5.0)**

2. <u>Leadership Outcomes</u> **(45%)**
   - PMS Experience Based Observations
   - MS III Cadet OER, PMS Rating of Potential **(11.0)**
   - MS III Cadet OER, PMS Ranking **(12.0)**

   - Advanced Camp Performance
     - Platoon Potential Rating **(15.0)**

   - Cadet Training/Extracurricular Activities **(5.0)**
   - Maturity & Responsibility **(2.0)**
     - F/T Employment
     - P/T Employment
     - SMP Member

3. <u>Physical Outcomes</u> **(15%)**
   - APFT
     - Campus (most current fall semester) **(5.5)**
     - Campus (most current spring semester) **(5.5)**
   - Athletics
     - Varsity, Intramural, or Community Team **(4.0)**

CG Approval 18 Nov 2016

This We'll Defend

Figure D-1. Outcome Metrics List Model

APPENDIX E – Cadet Evaluation Report

E-1. The Cadet OER Purpose

a. The intent of this circular is not to inform you as the rater and or senior rater how to write the Cadet OER. The primary purpose of this circular is to help you understand what information is being pulled from the Cadet OER and used in the accessions process. For more information regarding the actual write up of the COER see references in (Appendix A).

b. The CDT CMD Form 67-10-1 allows rating officials to provide USACC G1, Accessions and Security Division with performance and potential assessments of each rated Cadet for USACC Component and branching board processes. It also provides valuable information for use by successive members of the rating chain, emphasizes and reinforces professionalism, and supports the specialty of Officer Personnel Management System Processes. Cadet OER completion requires rating officials to make a conscientious assessment of a rated Cadet's performance and also his/her potential for increased responsibility and service to our country.

c. All contracted Cadets will receive their accessions Cadet OER at the end of their MSIII year regardless of when they are going to graduate, access, and eventually commission.

d. The Cadet OER is one of the most important parts of the OML and it is crucial that it is completed before Component and Branching selection occurs. The impact on a Cadet for not having a completed COER in CCIMM is that it will make the difference on whether or not a Cadet receives Active duty as opposed to Reserve duty and or their Branch of choice.

CADET OFFICER EVALUATION REPORT
Staff proponent is USACC, DoLD-E, G3

TYPE OF REPORT
CAMPUS

PART I - ADMINISTRATIVE (Rated CADET)

a. NAME (Last, First, Middle Initial)	b. SSN (LAST 4)	c. MISSION SET	d. ACADEMIC CLASS	e. MAJOR/GPA	
f. SCHOOL	g. HOST FICE CODE	h. APFT SCORE	i. APFT DATE	j. HEIGHT	k. WEIGHT

PART II - AUTHENTICATION

Rated Cadet's signature verifies Cadet has read completed Part I-V and the administrative data in Part I is correct. Rater & Senior Rater signatures verify that the Cadet has been counseled.

a1. NAME OF RATER (Last, First, Middle Initial)	a2. RANK	a3. POSITION	a4. PHONE NUMBER
a5. EMAIL ADDRESS (.gov or .mil)	a6. SIGNATURE		a7. DATE (YYYY/MM/DD)
b1. NAME OF SENIOR RATER (Last, First, Middle Initial)	b2. RANK	b3. POSITION	b4. PHONE NUMBER
b5. EMAIL ADDRESS (.gov or .mil)	b6. SIGNATURE		b7. DATE (YYYY/MM/DD)
c1. Period covered From: (YYYY/MM/DD) To: (YYYY/MM/DD)	c2. Signature of rated cadet		

PART III - LEADERSHIP POSITIONS

a. SIGNIFICANT DUTIES AND RESPONSIBILITIES

PART IV - PERFORMANCE EVALUATION - PROFESSIONALISM, COMPETENCIES, AND ATTRIBUTES (Rater)

a. This Cadet's Overall Performance is Rated as: (Select one box representing Rated Cadet's overall performance as compared to others within the rated cohort). Outstanding ratings are limited to not more than 15% of rated population at the time of the rating and reflect performance well above that expected of a typical Cadet in that military science (MS) level and could go lead a platoon right now. Excellent ratings are not limited to a specific percentage and should be assigned to those cadets that have exhibited superior performance and could lead a platoon right now with minimal guidance. Proficient ratings are not limited to a specific percentage and represent the majority of Cadets for that MS level. Capable rating indicates the Cadet is performing at an acceptable level, but has specific leadership attributes and/or competencies needing additional development (improvements will be specifically annotated in Part IVb1–IVb6 as applicable). Unsatisfactory block check indicates performance and potential level is unacceptable and much further development is required prior to commissioning. May indicate grounds for LOA if on campus or Leadership Development Review Board if at Cadet Summer Training. Specific behavior for Unsatisfactory rating will be annotated in comments below as well as in specific areas in Part IVb1-IVb6.

I currently rate_____ Cadets.

A completed DA Form 67-10-1A was received with this report and considered in my evaluation and review: ☐ Yes ☐ No (explain in comments below)

OUTSTANDING (15%)	EXCELLENT	PROFICIENT	CAPABLE	UNSATISFACTORY
☑	☐	☐	☐	☐

Comments:

ROTC CDT CMD FORM 67-10-1, (FEB 2015) REPLACES ALL PREVIOUS VERSIONS

Page 1 of 2

NAME:		SSN (LAST 4)	PERIOD COVERED: FROM (YYYYMMDD)	THRU (YYYYMMDD)

b.1) Character: (Adherence to Army Values, Empathy, and Warrior Ethos/ Service Ethos and Discipline. Fully supports SHARP, EO, and EEO.)	
b.2) Presence: (Military and Professional Bearing, Fitness, Confident, Resilient)	
b.3) Intellect: (Mental Agility, Sound Judgment, Innovation, Interpersonal Tact, Expertise)	
b.4) Leads: (Leads Others, Builds Trust, Extends Influence Beyond the Chain of Command, Leads by Example, Communicates)	
b.5) Develops: (Creates a Positive Command/ Workplace Environment/Fosters Esprit de Corps, Prepares Self, Develops Others, Stewards the Profession)	
b.6) Achieves: (Gets Results)	

PART V - SENIOR RATER

a. POTENTIAL COMPARED WITH CADETS SENIOR RATED IN SAME MILITARY SCIENCE LEVEL	c. I currently senior rate_____ Cadets in this Military Science Level.
☐ TOP 15% ☐ MOST QUALIFIED ☐ HIGHLY QUALIFIED ☐ QUALIFIED ☐ NOT QUALIFIED	d. COMMENTS ON POTENTIAL:
b. I rank this Cadet ☐ of ☐	

E-2. ROTC CDT FORM 67-10-1, Part 1 – Administrative Data.

a. Standard administrative data concerning the Cadet; accuracy is key.

PART I - ADMINISTRATIVE *(Rated CADET)*					
a. NAME *(Last, First, Middle Initial)*	b. SSN *(LAST 4)*	c. MISSION SET	d. ACADEMIC CLASS	e. MAJOR/GPA	
f. SCHOOL	g. HOST FICE CODE	h. APFT SCORE	I. APFT DATE	j. HEIGHT	k. WEIGHT

a. NAME (LAST, FIRST, MIDDLE INITIAL)
b. SSN(Last 4)
c. MISSION SET (Year Cadet will commission)
d. ACADEMIC CLASS (Junior)
e. MAJOR/GPA
f. SCHOOL(Host)
g. HOST FICE CODE
h. APFT SCORE(most recent for Spring semester/Quarter)
i. APFT DATE
j. HEIGHT
k. WEIGHT

E-3. ROTC CDT FORM 67-10-1, Part II – Authentication

a. This section requires data on the rater and senior rater, to include a current telephone number and .mil email address (do not use your .edu email). This section will note the precise rating period covered (academic year on campus/ Regimental dates at CST). The signed or initialed copy must be retained in the Cadet's file at the Program level.

PART II - AUTHENTICATION			
Rated Cadet's signature verifies Cadet has read completed Part I-V and the administrative data in Part I is correct. Rater & Senior Rater signatures verify that the Cadet has been counseled.			
a1. NAME OF RATER *(Last, First, Middle Initial)*	a2. RANK / a3. POSITION		a4. PHONE NUMBER
a5. EMAIL ADDRESS *(.gov or .mil)*	a6. SIGNATURE		a7. DATE *(YYYYMMDD)*
b1. NAME OF SENIOR RATER *(Last, First, Middle Initial)*	b2. RANK / b3. POSITION		b4. PHONE NUMBER
b5. EMAIL ADDRESS *(.gov or .mil)*	b6. SIGNATURE		b7. DATE *(YYYYMMDD)*
c1. Period covered From: *(YYYYMMDD)* To: *(YYYYMMDD)*	c2. Signature of rated cadet		

a1. NAME OF RATER (LAST, FIRST, MI)
a2. RANK
a3. POSITION (APMS/XO/MSIII Instructor) etc.
a4. PHONE NUMBER (Good number where you can be reached)
a5. EMAIL ADDRESS (.MIL@MAIL.MIL)
a6. SIGNATURE *(mandatory – verifies that the Cadet has been counseled)*
a7. DATE
b1. NAME OF SENIOR RATER
b2. RANK
b3. POSITION
b4. PHONE NUMBER
b5. EMAIL ADDRESS (.MIL@MAIL.MIL)
b6. SIGNATURE
b7. DATE
c1. PERIOD COVERED - FROM: - TO:
c2. SIGNATURE OF RATED CADET- (rated Cadet's signature verifies Cadet has seen completed PARTS I-V and the administrative data is correct)

E-4. ROTC CDT FORM 67-10-1, Part III – Leadership Positions

a. This is where you describe the specific duties and responsibilities of the Cadet for the Rating period.

PART III - LEADERSHIP POSITIONS

a. SIGNIFICANT DUTIES AND RESPONSIBILITIES

Cadet Leader in a Senior Army ROTC Program(s) designed to recruit, train, retain, and commission Officers in the United States Army. Responsible for meeting Army standards for height/weight IAW AR 600-9, as well as passing the APFT for record each semester. Cadet must maintain a 2.5 GPA in MILSC classes as well as a 2.0 in his/her academic major for eligibility and Commissioning requirements. Cadet must inform Cadre of any changes in degree plan, medical issues, or any other significant life events that could potentially cause the Cadet to migrate.

E-5. ROTC CDT FORM 67-10-1, Part IV – Performance Evaluation

Professionalism, Competencies, and Attributes (*Rater*)
a. Part IVa. Rater assigns a rating to the Cadet based on the Rated Cadet's overall performance during the Rating period as compared to other Cadets within the Rated Cohort (***Outstanding Ratings are limited to not more than 15% of the Rated population***). Rater must fill in the " I currently rate_____ Cadets block, check " yes" or " no" block regarding whether or not the 67-10-1a was used, then check one of the Rating blocks. Once all of the above has been completed, there is also a "comments" section where the rater should write a narrative regarding the overall performance of the Rated Cadet and also use this area to note his or her recommended Component selection and or Branch assignment. Comments are required as they are looked at during the accessions process, to include Educational Delay selection board.

b. The rater's comments will be seen by the board when reviewing Cadet Accessions Management Sheet (AMS) and therefore any recommendations, good or bad, should be supported with strong narratives.

PART IV - PERFORMANCE EVALUATION - PROFESSIONALISM, COMPETENCIES, AND ATTRIBUTES *(Rater)*

a. This Cadet's Overall Performance is Rated as: (Select one box representing Rated Cadet's overall performance as compared to others within the rated cohort). Outstanding ratings are limited to not more than 15% of rated population at the time of the rating and reflect performance well above that expected of a typical Cadet in that military science (MS) level and could go lead a platoon right now. Excellent ratings are not limited to a specific percentage and should be assigned to those cadets that have exhibited superior performance and could lead a platoon right now with minimal guidance. Proficient ratings are not limited to a specific percentage and represent the majority of Cadets for that MS level. Capable rating indicates the Cadet is performing at an acceptable level, but has specific leadership attributes and/or competencies needing additional development (improvements will be specifically annotated in Part IVb1–IVb6 as applicable). Unsatisfactory block check indicates performance and potential level is unacceptable and much further development is required prior to commissioning. May indicate grounds for LOA if on campus or Leadership Development Review Board if at Cadet Summer Training. Specific behavior for Unsatisfactory rating will be annotated in comments below as well as in specific areas in Part IVb1-IVb6.

I currently rate [22] Cadets.

A completed DA Form 67-10-1A was received with this report and considered in my evaluation and review: ☐ Yes ☐ No *(explain in comments below)*

OUTSTANDING (15%)	EXCELLENT	PROFICIENT	CAPABLE	UNSATISFACTORY
☑	☐	☐	☐	☐

Comments:

Excellent performance; confident, detail oriented leader committed to mission accomplishment; strong will and desire to be the best; excels at all tasks. Determined to succeed; maintains excellent command presence and military bearing and does not fluster during adverse conditions; continually demonstrated effective communication skills by clearly and efficiently articulating guidance to subordinates. Unlimited potential to serve as an Active Duty Army Officer; should be tracked for the toughest assignments. Based on these observations, recommend that he/she be awarded their 1st choice of Infantry.

c. Part IV b1-b6. Rater develops a narrative comment (**Do not use bulleted format**) for each of the Attributes (Character, Presence, Intellect, Leads, Develops, Achieves) and enters it into the spaces allocated. Remember that these comments are seen by the members of the board during Accessions and can and will influence their decisions.

NAME:		SSN (LAST 4)	PERIOD COVERED: FROM (YYYYMMDD)	THRU (YYYYMMDD)
Oakley, Annie A		XXXX	From: 20150901	20160515

b.1) **Character**:	
(Adherence to Army Values, Empathy, and Warrior Ethos/ Service Ethos and Discipline. Fully supports SHARP, EO, and EEO.)	Strictly adheres to the Army Values and the Warrior Ethos. Exercised profound ethical and moral behavior that is beyond reproach when required to make any decision. A true testament to the Cadet's character by all means. Hands down is one of the best Cadets that has the ability to gain trust and respect amongst their peers. Extremely dependable and can be counted on to assist with anything when asked.
b.2) **Presence**:	
(Military and Professional Bearing, Fitness, Confident, Resilient)	Truly a remarkable Cadet who consistently scores a 300 on the APFT; holds physical fitness as a top priority. This Cadet displayed an amazing ability to remain resilient when it came to managing ROTC activities, university academics and corps activities. In addition, this Cadet also displayed exceptional command presence which served as an example for peers to try and emulate
b.3) **Intellect**:	
(Mental Agility, Sound Judgment, Innovation, Interpersonal Tact, Expertise)	Demonstrated a profound ability to remain flexible and ensured that when a problem arose that an in-depth analytical approach was utilized before making a decision; a very adaptable Cadet who did not hesitate to show some innovation. A very tactful Cadet who demonstrated a vast technical and tactical knowledge base who showed nothing but selflessness by demonstrating or sharing with others.
b.4) **Leads**:	
(Leads Others, Builds Trust, Extends Influence beyond the Chain of Command, Leads by Example, Communicates)	A Cadet who lived the Warrior Ethos and the Army Values regardless of the situation; truly a leader who leads by example. Very confident in ability to communicate effectively, both one way and two way. Always shared opinions tactfully and ensured widest dissemination of information. Influenced those around by being an inspirational leader; never accepted the minimum and always strived for perfection
b.5) **Develops**:	
(Creates a positive command/ workplace environment/Fosters Esprit de Corps, Prepares Self, Develops Others, Stewards the Profession)	Embraced the thought of being an adaptable leader and truly understood the importance of leadership in a volatile Operational Environment. Made lifelong learning a top priority. Incorporated all feedback and utilized it to conduct a self-assessment in order to improve efficiency as a future Army Leader. Never looked away when an opportunity arose to assist others; cared deeply about the teams success and placed individual needs second.
b.6) **Achieves**:	
(Gets Results)	Extremely adaptable and self-aware; willingly demonstrated ability to identify and improve on weaknesses with minimal guidance. Clearly a top-notch Cadet who can not only balance university academics, but also ROTC commitments. Established and achieved high but realistic goals for self; evident by academic cumulative GPA, leadership evaluations and physical fitness results.

E-6. ROTC CDT FORM 67-10-1, Part V – Senior Rater

a. Part Va. Senior rater assigns a rating to the Cadet based on Cadet's overall potential during the Rating period as compared to other Cadets within the Rated Cohort (***Top 15% is the only forced distribution rating***). Senior Rater must fill in the "I currently senior rate_____ Cadets" block.

b. Part Vb. After the senior rater has assigned a rating then he/she must also assign a ranking to the Cadet. Once all of the above has been completed, there is also a "comments" section where the senior rater should write a narrative regarding the overall potential of the rated Cadet and also use this area to note his or her recommended component selection and or Branch assignment for the Cadet. Comments are required as they are looked at during the accessions process, to include Educational Delay selection board.

c. The Senior Rater's comments will be seen by the board when reviewing Cadet Accessions Management Sheet (AMS) and therefore any recommendations, good or bad, should be supported with strong narratives.

PART V - SENIOR RATER	
a. POTENTIAL COMPARED WITH CADETS SENIOR RATED IN SAME MILITARY SCIENCE LEVEL	c. I currently senior rate [22] Cadets in this Military Science Level.
☑ TOP 15% ☐ MOST QUALIFIED ☐ HIGHLY QUALIFIED ☐ QUALIFIED ☐ NOT QUALIFIED	**d. COMMENTS ON POTENTIAL:** Exceptional performance by a future distinguished military graduate. Distinguished himself above peers in a highly competitive Senior Military College of over 2400 cadets. Displays all the intangibles and leadership qualities we demand in senior leaders. Unlimited potential to serve with distinction as An Active Duty Platoon Leader today. Give number one Branch and assignment of choice. This Cadet demonstrated a true commitment to learn a strategic language and study abroad. This is a testament to their potential for service and commitment to the nation. In addition, this Cadet demonstrated exceptional military and physical proficiency by completing a rigorous physical and tactical ranger training regime over the course of the year.
b. I rank this cadet [2] of [22]	
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APPENDIX F – Administrative Procedures for ROTC Cadet Accessions Management Sheet (AMS)

F-1. ROTC Cadet Accession Management Sheet (AMS)

NOTE: There will be a new Accession Management Sheet published prior to the data suspense date listed in Appendix B. USACC, HQ, ASD will notify the field upon approval.

a. The ROTC Accession Management Sheet, ROTC CDT FORM 67-9-1, February 2015, is an important accession file document.   Detailed preparation information regarding the AMS is listed below.

b. PMS(s), Cadets and HRA(s) must sign and date to validate that all information is accurate and submitted in accordance with regulatory guidance. Recommend that PMS/HRA maintain a paper copy of signed form for future reference following the board process.

c. The AMS is used to provide pertinent Cadet data to all accessions boards. It is located in the Branching Module of CCIMM.

d. The form is only printed (hard copy) for use in the Educational Delay board. All other boards will view an electronic version.

e. The accuracy of data entered on this report is critical to ensure the best desired outcome for the accessions board. Inaccurate or missing data could negatively impact board results.

F-2. Mandatory Accession Documents

a. Official transcripts from the school the Cadet/LT is currently attending through the spring term following the Cadets MSIII year are required. An official copy of all other post-secondary school(s) transcripts, if transfer credit is being awarded to meet degree requirements for commission, are required.

b. PMS(s)/HRA(s) will include memorandum explaining any difference between the cumulative GPA on transcript and the data in CCIMM as depicted on the Cadet Record Brief (CRB) (i.e., recalculation of GPA if ROTC/military science classes are not included in cumulative GPA or transfer credit) if applicable.

c. Cadet Record Brief.

d. SIFT Test Score Sheet.

e. Approved Class 1A Flight Physical notification from Fort Rucker, AL.

f. ROTC Cadet Accession Management Sheet.

F-3. BOLC-B Assignment Preferences CC FM 218-R

a. The Assignment Preference Sheet (218-R) displays information pertaining to the Cadet/Lieutenants' preferences for initial assignment location, initial active duty dates and consideration for special duty. This form is filled out in the Branching Module of CCIMM. Inaccurate or incomplete information on the 218-R creates a need to publish amendments and disrupts the BOLC-B and summer camp assignment process. Information annotated in this module on the day following the suspense day is what determines availability for assignment.

b. PMS(s)/HRA(s) must ensure a brief explanation is specified in Part II Remarks section if the Cadet has requested an active duty date later than 30 days from their commissioning date. Assignment priority is: Green to Gold, Summer Camp Cadre, and OML ranking based on available seats.

c. Below are the steps required for entering data in CCIMM to update the Assignment Preferences. PMS's/HRA's will update 218-R data in accordance with CCIMM established cut-off date as indicated in Appendix B for December graduates and established cut-off date as indicated in Appendix B for Spring semester graduates.

d. Select BOLC Assignment Preferences in the Branching Module.

e. Select a Cadet using these steps.

   (1) Open the Assignment Preferences section.

   (2) Select the assignment preference choices from drop down menu.

   (3) Open the Additional Information section.

   (4) Update address if necessary.

   (5) Update telephone number.

   (6) Update enter active duty on/or about dates if necessary.

   (7) Select the mode of travel (POV or Commercial Air).

   (8) Select DO or DO NOT desire to serve as Cadre at Advanced Camp.

   (9) Select DO or DO NOT desire to serve as Cadre at Basic camp.

(10) Select DO or DO NOT request consideration for JOINT DOMICILE. If select, "DO" – enter the information on the military spouse.

(11) Add any remarks in the Remarks section (i.e., any reason/event (wedding, vacation, etc.) that would preclude a Cadet from attending BOLC-B at a certain time. Include date(s) of event. If the school or Cadet is planning to request Gold Bar Recruiter (GBR) duty it must be annotated in the Remarks section. This declaration of intent is in addition to the official request as specified in this circular Chapter 10-Gold Bar Recruiter Program.

(12) CLICK "Submit" to save the data.

(13) Open the "Reports" section. Select "BOLC Assignment Preferences Sheet (218-R)".

(14) Select "Cadet".

(15) Review for accuracy/print if required/maintain signed copy.

F-4. Nurse Qualifications see Appendix K.

ACCESSIONS MANAGEMENT SHEET (AMS)

Section I: ADMINISTRATIVE DATA

Cadet ID:
SSN (last 4):
Gender:
REDCAT:
Height:
Weight:
Body Fat:
Status:
Status Date:

Cadet Name:
FICE:
Host School:
Academic School:

Graduation Date:
Commissioning Date:
Scholarship Type:
GRFD Control #:
GRFD Type:

Combat Arms Qual:
SIFT Score:
Flight Physical (P/F):
Date:

Section II: ACADEMIC OUTCOMES

Academic Major:

Degree Code:
CIP:

ADM:
Accessions GPA:

ADM OMS:
GPA OMS:

MS III Exam Score:
CLA+ Score:
MAT Score:

MS III Exam OMS:
CLA+ OMS:
MAT OMS:

Command Interest Items:

	Points Earned:	Max Points:	
Elective Writing Courses:		100	Writing OMS:
Publications:			
Elective Speaking Courses:		100	Speaking OMS:
Public Presentations:			
Community & Organizational Awards:		100	Awards OMS:

Section III: LEADERSHIP OUTCOMES

Cadet OERs:

MS III PMS Rating of Potential:
MS III PMS Ranking: OF

PMSP OMS:
PMSR OMS:

CST Senior Rater Rating of Potential:

Training & Extracurricular:

Training Completed: Training Points:

Extracurricular Activities:	# of Years:	Points Earned:	Max Points:
Band Member:			15
Color Guard:			15
Community Service:			15
Debate Team:			15
Drill Team:			15
Elected Official of Organization:			30
Leader/President/Captain:			30
Peer Educator or Tutor:			15
ROTC Recruiter:			15
Ranger Challenge:			15
Resident Advisor:			30
Student Government:			15
USAR/ARNG/SMP:			15
Full-Time Job:			30
Part-Time Job:			15
Extracurricular Points:			285

Total Training & Extracurricular Points:
Max Points: 75

Training & Extracurricular Activities OMS:

ROTC CDT CMD FORM 67-9-1, FEB 15 (REPLACES ALL PREVIOUS VERSIONS)   <<< DRAFT >>>   Page 1 of 3

Accessions Management Worksheet (Page 1 of 3)

CULP:

	Points Earned:	Max Points:
Strategic Language Major:		45
Non-Strategic Language Major:		30
Strategic Language Courses:		45
Non-Strategic Language Courses:		27
Strategic Language Rosetta Stone:		15
Non-Strategic Language Rosetta Stone:		9
Study Abroad:		30
Totals:		201

CULP OMS: [ ]

Section IV: PHYSICAL OUTCOMES

MS III Fall APFT Score: [ ]   Fall APFT OMS: [ ]

MS III Spring APFT Score: [ ]   Spring APFT OMS: [ ]

Athletics:

	Points Earned:	Max Points:
Community Athletics:		15
Intramural Team:		15
Varsity Team:		30
Totals:		60

Athletics OMS: [ ]

Section V: ACCESSIONS PREFERENCES

Duty Preference: [ ]

Education Delay:

Applicant:	
Branch:	
Degree:	
Major:	

Active Duty Branch Preferences:

1st: [ ]	7th: [ ]	13th: [ ]
2nd: [ ]	8th: [ ]	14th: [ ]
3rd: [ ]	9th: [ ]	15th: [ ]
4th: [ ]	10th: [ ]	16th: [ ]
5th: [ ]	11th: [ ]	17th: [ ]
6th: [ ]	12th: [ ]	

Reserve Component Preference:

[ ]

Detail Preferences:

Volunteer: [ ]   1st: [ ]   3rd: [ ]

2nd: [ ]   4th: [ ]

Cadet Comments:

[ ]

PMS Comments:

[ ]

Section VI: OUTCOME METRICS SCORE

[ ]

Section VII: ACCESSIONS VALIDATION

OML/Branching Board Packet Complete: [ ]   Board Validation Code: [ ]

Record Last Modified By: [ ]   Date: [ ]

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Section VIII: TALENT MANAGEMENT

Active Duty Branch Talent Scores:

AD:	AR:	CY:	FI:	MP:	QM:
AG:	AV:	EN:	IN:	MS:	SC:
AN:	CM:	FA:	MI:	OD:	TC:

Talent Priority Scores:

Inspirational Leader:		Introspective:	
Physically Fit:		Innovative:	
Mentally Tough:		Logical / Analytical:	
Detail-Focused:		Cross-Culturally Fluent:	
Process Disciplined:		Problem Solver:	
Project Manager:		Communicator:	
Interdisciplinary:		Tactile / Kinesthetic:	
Multi-Tasker:		Perceptive / Intuitive:	
Prudent Risk Taker:		Spatially Intelligent:	
Interpersonal:		Technologically Adept:	

MS III Performance Evaluation Comments (Rater):

MS III Performance Evaluation Comments (Senior Rater / PMS):

CST Performance Evaluation Comments (Rater):

CST Performance Evaluation Comments (Senior Rater):

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APPENDIX G – Grade Point Average (GPA) Calculation

G-1. Calculate Cumulative GPAs.

Note: When calculating Cumulative Academic GPAs ensure transcripts do not contain any handwritten markings (include ROTC grades in all GPA calculations).

a. Cumulative Academic GPA Freshman (Academic Year 1) is the cumulative GPA at the end of the student's first year. The 1st (fall) and 2nd (spring) terms.

b. Cumulative Academic GPA Sophomore (Academic Year 2) is the cumulative GPA at the end of the spring term of the student's second year. The 1st (fall) + 2nd (spring) + summer (if applicable), + 3rd (fall) + 4th (spring) terms.

c. Cumulative Academic GPA Junior (Academic Year 3) is the cumulative GPA at the end of the spring term of the student's third year. The 1st (fall) +2nd (spring) + summer if applicable, + 3rd (fall) + 4th (spring) + summer (if applicable) + 5th (fall) + 6th (spring) terms.

G-2. Calculate ROTC GPAs

o Cumulative ROTC GPA MS I is the cumulative GPA of all ROTC courses taken during the MS I year (MS 101,102, and associated lab courses.)

o Cumulative ROTC GPA MS II is the GPA of all ROTC courses taken through the end of the spring term of the Cadet's MS II year. (MS 101, 102, 201, 202, and associated lab courses.)

o Cumulative ROTC GPA MS III is the GPA of all ROTC courses taken through the end of the spring term of the Cadet's MS III year. (MS 101, 102, 201, 202, 301, 302, and associated lab courses.)

o Cumulative ROTC GPA MS IV is the GPA of all ROTC courses taken through the end of the spring term of the Cadet's MS IV year. (MS 101, 102, 201, 202, 301, 302, 401, 402, and associated lab courses.)

o Current ROTC GPA is the GPA of the ROTC courses taken the previous term.

o If Cadets were in the program as an undergraduate and then enter into a graduate program (to complete all their ROTC requirements), both their undergraduate and graduate grades/GPAs will count.

o If they come in the program as a graduate student, then **only** their graduate degree grades/GPAs will count

G-3. Factors used to convert hours.

This should be rare but may need to be used to incorporate ROTC classes into the GPA when a student is taking ROTC at a partnership program and the host school is on a different hour system. See note in Figure G-1.

Semester Hours to Quarter Hours
To convert semester hours to quarter hours, multiply semester hours by 3 and divide total by 2.

    EXAMPLE: 120 semester hours = 180 quarter hours.
3(120 semester hours)/2 = 180 quarter hours

Quarter Hours to Semester Hours
To convert quarter hours to semester hours, multiply quarter hours by 2 and divide the total by 3.

    EXAMPLE: 200 quarter hours = 133.33 semester hours
2(200 quarter hours)/3 = 133.33 semester hours

To convert 3.0 scale to a 4.0 scale. Multiply the GPA on the 3.0 scale by 4/3.

    EXAMPLE: 2.5 GPA on a 3.0 scale = 2.5 X (4/3) = 3.33 on a 4.0 scale.

To convert 5.0 scale to a 4.0 scale. Multiply the GPA on the 5.0 scale by 4/5.

Figure G-1. GPA Calculation Important Notes

<div style="border: 1px solid black; padding: 20px;">

<u>GPA CALCULATION - IMPORTANT NOTES</u>

o   Individuals with CGPAs below 2.0 will not be boarded.

o   GPAs will not be rounded up or down.

o   Cumulative GPAs lower than 2.0 will not be rounded up to 2.0, in order to be eligible.

o   GPAs will be brought out to two decimal places and must match the CGPA on the transcript.

o   Schools must manually input GPAs for transfer students where the receiving school only allows transferred courses on transcripts. Calculate by using points for letter grades.

o   Use GPAs at the end of the MSIII year.

   End of Camp Commissionees cannot count thru Advanced Camp time period. Use GPA at end of Junior year vs Senior year.

o   Graduate students/Cadets that receive Pass/Fail grades for graduate studies must provide documented proof from a school official, not ROTC PMS or Cadre. This proof includes but is not limited to official transcripts, letter from the Deans office, or letter from the registrar's office. If proven, Cadets will use the Cum GPA from their Baccalaureate Degree provide is too is on official transcripts. For further assistance contact HQ, USACC, ASD, OML Administrator for assistance.

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APPENDIX H – Army Military Human Resource Records Management (AMHRR)

H-1. Responsibilities

a. The AMHRR is an administrative record as well as the official permanent record of military Service belonging to a Soldier. Each ROTC Program(s)(s)' PMS and HRA are responsible for ensuring all required contracting and commissioning documents are administered and managed in accordance with Army and Cadet Command Regulatory guidance.

b. AR 600-8-104, Army Military Human Resource Records Management, dated 7 April 2014 http://www.apd.army.mil/jw2/xmldemo/r600_8_104/cover.asp is the regulation that prescribes Army policy for the creation, utilization, administration, maintenance, and disposition of the Army Military Human Resource Record (AMHRR), formerly known as the Official Military Personnel File (OMPF). The Commanders of Army commands, Army Service component commands, and the State Adjutants General will monitor and assist in the administration of the AMHRR and its Management Program to ensure compliance with policies and mandated tasks.

c. DA Pam 600-8-104, Army Military Human Resource Records Management, dated 12 February 2015 http://www.apd.army.mil/jw2/xmldemo/p600_8_104/cover.asp outlines the process for commissioning OMPF documents in iPERMS. Refer to Paragraphs 4-1 Methods of Submitting Documents in iPERMS and 4-2 Managing Batches in the iPERMS.

d. iPERMS access may be obtained at https://www.hrc.army.mil/TAGD/iPERMS%20Access (see *"How do I get iPERMS access?"*) For iPERMS technical assistance please call 502-608-0217, email usarmy.knox.hrc.mbx.perms-records@mail.mil or visit https://iperms.hrc.army.mil/rms/ In order to obtain iPERMS access, you must submit a completed DD Form 2875 (System Authorization Access) request to your Brigade S1 Master Point of Contact (MPOC) for access to iPERMS. All applicable one-time training requirements for Authorized User and Scan Operator must be completed and annotated on the DD Form 2875. The MPOC will then forward request for access to usarmy.knox.hrc.mbx.perms-records@mail.mil.

e. Each USACC Brigade S1 will appoint a primary MPOC (Deputy S1) and alternate MPOC (civilian as opposed to military to ensure continuity). This point of contact information will be provided to usarmy.knox.hrc.mbx.perms-records@mail.mil. HRC Army Soldier Records Branch will provide the MPOC a list of Authorized Users and Scan Operators from ROTC Detachments within their respective brigade.

H-2. Interactive Personnel Electronic Records Management System (IPERMS)

a. The following Army Military Human Resource Record (AMHRR) documents MUST be uploaded for filing in iPERMS within ten working days of contracting in accordance with procedures outlined in DA Pam 600-8-104.

DOCUMENT TYPE	DOCUMENT TITLE
DD Form 93	Record of Emergency Data
SGLV 29-8286	Service Members' Group Life Insurance Election and Certificate
Waivers	Waiver(s) (Age, civil conviction, RE Code, dependency, etc.) (Approval sheet only)
DA Form 597/-1/-2R/-3/-3AR-R/3B	Army Senior Reserve Officers' Training Corps ROTC Student Contracts (as applicable)
DA Form 4824-R or NGB Form 594-1	SMP Contract (DA Form 4824-R/USAR or NGB Form 594-1 as applicable
DODMERB Form 2492 or DD 2807-1	Report of Medical History
DODMERB Form 2351 or DD 2808	Report of Medical Examination
DD Form 4/1 & 4/2	Enlistment Contract (Original if ROTC; copy if executed by USAR or ARNG Unit)
CC Form 202-R/203-R & 204-R	GRFD Contract Endorsement (CC Form 202-R or 203-R) and GRFD revocation form 204-R (if applicable)
SF 86	SF 86 (Request for Security Clearance) if SSBI is pending for MI branch and OD branch if selected for EOD training
DA Form 705	Army Physical Fitness Test
DMS/DMG Certificate	Designation of DMS/DMG (Memo or Certificate, if applicable)
DD 214/DD220	Certificate of Discharge from Active Duty or USAR/ARNG
Birth Certificate/Proof of Citizenship	Birth Certificate or Naturalization Documents/Proof of Citizenship (Personnel Security Requirement)

Figure H-1. IPERMS Pre-Commissioning Documents

b. The following Army Military Human Resource Record (AMHRR) documents MUST be uploaded for filing in iPERMS <u>within five working</u> days of commissioning in accordance with AR 600-8-104.

IPERMS Post-Commissioning Documents

DOCUMENT TYPE	DOCUMENT TITLE
Orders	Active Duty or Reserve Forces Duty Orders
Memorandum	Memorandum of Appointment
DA Form 71	Oath of Office (Uploaded and original provided to the LT to hand-carry to BOLC-B.)
Orders	Discharge orders to accept a commission.
DA Form 591*	Application for Initial (Educational) Delay from Entry on Active Duty and Supplemental Agreement*
DA Form 591e*	ROTC Supplemental Service Agreement (Initial Educational Delay)*
DA Form 591g*	ROTC Supplemental Service Agreement for Special Medical Program Participants*
DA Form 591h*	ROTC Supplemental Service Agreement (Army Chaplaincy)*
DA Form 591 Series*	*Note: All applicable DA 591 (Educational Delay) documents will be uploaded into iPERMS upon approval of DL Board and graduate school NLT 1 July of the COHORT Year Group unless a 6 month extension has been approved by USACC.
CC Form 597 B, G, & P	Active Duty Service Obligation Contract Agreement(s) (Branch, Post, and Graduate School CC Form 597-G, CC Form 597-B, CC Form 597-P)
DA Form 3081-R	DA Form 3081-R (Periodic Medical Examination, Statement of Exemption)
Transcripts	Transcript with degree conferred (original)
DA 591 A-G	Application for Initial (Educational) Delay From Entry On Active Duty And Supplemental Agreement, as applicable
DD Form 2808	Updated Medical Exam from Advanced Camp
DA Form 5261-1 THRU -4	Student Loan Repayment Program Addendum
DA Form 5315-E	United States Army Advance Educational Financial Assistance Record
DA Form 3081-R	Periodic Medical Examination, Statement of Exemption
DD Form 785	Record of Disenrollment; upload within 5 work days of final action.

Figure H-2. IPERMS Post-Commissioning Documents

H-3. iPERMS Validation

a. PMS(s)/HRA(s) are responsible for validating that Cadet's/LT's pre-commissioning and commissioning documents are stored in the Army Military Human Resources Record (AMHRR) Interactive Personnel Electronic Records Management System (IPERMS) in an accurate and timely manner.

b. Pre-commissioning documents must be uploaded within ten days of the event and commissioning documents must be uploaded within five working days of commission. All applicable DA Form 591 (Educational Delay) documents will be uploaded into iPERMS upon approval of DL Board and graduate school NLT 1 July of the COHORT Year Group unless a 6 month extension has been approved by USACC.

c. These DL forms must be emailed to USACC G1, ASD (ATCC-PAS-A, Attention: Educational Delay Manager). After receipt and verification that the officer's file is complete, USACC G1 ASD Education Delay manager will issue orders assigning the officer to HRC (AHRC-ORD-A) and ensure transfer to the appropriate representative at Human Resources Command. All lieutenants' documents have the same standard regardless of assigned component. It is important that all information is correct on all ROTC contracts, official military records documents, and commissioning documents.

d. The Human Resources Command iPERMS team is responsible to notify the sender when batch documents are received and when the final processing is completed. Subsequently, the HRA should receive two separate confirmation emails; one when batch documents are received and again when the iPERMS team completes final processing.

e. If receipt confirmation is not received from either of these two actions, the HRA must contact the iPERMS technical support team at: 502-608-0217, email usarmy.knox.hrc.mbx.perms-records@mail.mil or visit https://iperms.hrc.army.mil/rms/ for further assistance.

APPENDIX I – DA G1 ROTC Selection and Branching Accessions Guidance

I-1. Component Selection

a. Once all data in CCIMM is validated, the OML Model calculates the Outcome Metrics Scores. The scores are then rank ordered to create the ROTC National Outcome Metrics List (NOML). Cadets in the Top 20% of the National OML are designated as Distinguished Military Graduates (DMGs).

b. The Active Duty (AD) allocations are provided by Department of the Army (DA) G1. The ROTC NOML is then used to determine the component each qualified individual will be assigned; Active Duty (AD) or Reserve Forces Duty (RFD).

c. The following Cadets/LTs will be selected for AD.

(1) Sons or daughters of Medal of Honor recipients, if requested.

(2) Active Duty Option (ADO) Green-to-Gold program (as opposed to traditional Green-to-Gold program participants who may request RFD).

(3) Full-time students attending the following Senior Military Colleges (SMC) who request Active Duty and are recommended for active duty by their Professor of Military Science (PMS): Norwich University, The Citadel, Virginia Military Institute, North Georgia University, Virginia Polytechnic Institute, and Texas A&M University.

(4) Cadets/LTs with an academic major in Nursing (JXX) from an accredited school of Nursing qualifying for appointment to the AN, IAW AR 135-101, will receive AD by OML ranking until AD allocation is met. Additional guidance is:

(a) Remaining AN Cadets/LTs will receive Reserve Forces Duty in the AN.

(b) Cadets/LTs selected for AN, who subsequently fail to qualify as an Army Nurse Corps officer for reasons such as failing to pass the National Council Licensure Examination for Registered Nurses Exam (NCLEX-RN) and changing their academic major to anything other than Nursing, shall be reconsidered by HRC for Active Duty/Reserve Forces Duty selection and branching in accordance with paragraphs 3 through 6 of this enclosure.

(5) Remaining Cadets/LTs will be selected for Active Duty by OML ranking until the AD mission is reached. The number of Cadets/LTs selected for AD will not exceed the established basic branch allocations.

d. The following Cadets/LTs will be selected for Reserve Forces Duty (RFD).

(1) Scholarship Cadets with Guaranteed Reserve Forces Duty (GRFD) contracts that are on a dedicated ARNG contract shall be offered to the ARNG. Cadets with State

scholarships or other contracts, which incur debt if they do not serve on AD or in the ARNG must provide a copy of those contracts to their chain of command prior to the board and they will be offered to the ARNG if they are not selected for AD.

(2) Cadets who have an active GRFD contract will be extracted and assigned to the desired component. Dedicated Army Reserve GRFD Cadets will be assigned to the Army Reserve.

(3) Military Junior College GRFD scholarships may be recommended for revocation by CG, USACC and routed through TRADOC for submission to the HQDA Director of Military Personnel Management (DMPM). Prior to submission to TRADOC, USACC will get concurrence/non-concurrence from OCAR and NGB. DMPM will staff the requests through the DCS, G1 to the Assistant Secretary of the Army for Manpower and Reserve Affairs (ASA (M&RA)) for final approval. If a Cadet desires Active Duty consideration and is on a GRFD, it must be revoked prior to the established date suspense provided in Appendix B. GRFD revocation must take place prior to receipt of commission at the MJC.

(4) Cadets who are SMP Cadets as of 15 July 2017 and request the component in which they are enlisted as their first choice, shall be granted the reserve component in which they were enlisted.

(5) Cadets who are SMP Cadets as of 15 July 2017 and who request but are not selected for AD (in accordance with paragraphs 4 and 5), shall be selected for the reserve component in which they are enlisted if they requested that component as their second choice.

(6) Cadets/LTs will receive RFD by OML for USAR or ARNG duty. Cadets/LTs will be offered to the Reserve Forces Duty (RFD) in the Reserve Component (RC) of their choice until one of the RC Cadet Command missions is complete. No component will exceed its mission until the missions for each of the three components are met, unless projected Cadet Command overproduction will allow both the needs of the Army and the Cadet/LT's preference for component to be met. If one of the RC missions has not been met, the remainder of Cadets/LTs may be offered to meet the needs of the Army.

(7) In the event a Cadet/LT identified for ARNG appointment IAW the Accessions Guidance is not appointed in the National Guard of a State or Territory within 120 days of graduation, the Cadet/LT will be appointed in the Reserve of the Army with assignment to the USAR.

e. Once DA G1, Director of Military Personnel Management (DMPM) validates the AD and reserve allocations, the OML results are sent to the field for Cadet planning. Following the release of component results, Cadets/Second Lieutenant(s) selected for AD will have approximately two-weeks to adjust their branch preferences and AD Service Duty Obligation (ADSO) contracts in CCIMM prior to final branching board.

I-2. Active Duty Branching Process

a. Branching will take place in three sequential phases: 1) USACC Branching, 2) Department of the Army Branching Model (DABM), and 3) DA/ROTC RA Branching Board. The following applies to all phases:

(1) USACC Branching, formerly known as pre-branching.

(a) Branch Cadet/LTs by Outcome Metrics List (OML) rank. Cadet/LTs will submit their branch preferences for branch consideration of their top three Branch choices. If their top three Branch choices are no longer available with or without Branch for Active Duty Service Obligation (BrADSO), they will be branched by the DABM.

(b) Select Cadets/LTs ranking in the Top 10% of the AD OML for their Branch of choice, if qualified and an allocation exists, up to 100% of branch allocation.

(c) Select Cadets/LTs for Branch choices, by OML rank, filling up to 40% of Branch allocations and up to 55% of Branch allocations (for first and second choices only) when the Cadet/LT has submitted a BrADSO.

(d) Consider females for branching into AR/IN upon their request only. HQDA considers AR/IN branches as "opt-in" at this time. If a female Cadet does not want to be considered for AR/IN do not list them as a preference.

(2) Department of the Army Branching Model (DABM)

(a) The DABM will consider all Branches the Cadet/LT is medically qualified, up to 16 Branches for males and 15 Branches for females (excluding Armor and Infantry unless specifically requested).

(b) A minimum of 45% of each Branch's allocations will be distributed by the DABM. The DABM will consider all Branches the Cadet/LT is medically qualified for.

(c) Females will not be considered for Armor and/or Infantry unless listed as options. Females that do not wish to be considered for Armor and/or Infantry as a Basic Branch should not list Armor and/or Infantry. Female Cadets may opt into Armor and/or Infantry as both Basic and Control Branch, or individually as a Basic Branch or Control Branch. (Example 1: A female Cadet desires to be considered for Armor as a Basic Branch and not Branch Detail, they simply select Armor as their Basic Branch and do not list Armor as a Branch Detail preference. Example 2: A female Cadet does not desire Armor as their Basic Branch but would like to be considered for Armor as a Detail Branch, they do not list Armor as a Basic Branch but do select Armor as a Detail Branch preference.)

(3) DA/ROTC RA Branching Board

(a) Once USACC Branching and DABM Branching are complete, the Board will convene to assess the results and determine whether they meet the needs of the Army.

(b) The Board will incorporate the Talent Management data collected by the United States Military Academy's Office of Economic and Manpower Analysis (OEMA) when it votes on a Cadet's file. This data presents a numerical representation of how well each Cadet/LT matches with each of the Army's 17 Branches.

(c) The Board is authorized to deviate from the USACC Branching and DABM Branching results if the deviation(s) better meets the needs of the Army, or if a cadet is deemed unsuitable for their assigned branch.

I-3. Branch Detail Process (Active Duty Selectees)

a. Once Branch selections are complete, select Cadets/LTs for Branch detailing based on the requirements provided by DAPE-MP. Donor Branches are Adjutant General, Finance, Military Intelligence, *Ordnance, Signal Corps, *Quartermaster and *Transportation. Recipient Branches are Infantry, Armor, Field Artillery, and Chemical. *Ordnance, Quartermaster and Transportation will only be offered Armor and/or Infantry as Branch Detail options.

b. All AD Cadets/LT selectees will be considered for Branch detail. Selections will be made from volunteers first. When Branch detailing requirements cannot be met with volunteers, the requirement will be meet with non-volunteers. Cadet/LT talents, skills, and Branch preferences into consideration.

c. Non-volunteers will be selected from across the distribution of OML ranks if required. Cadets/LTs with a BrADSO will not be Branch detailed if requirements can otherwise be met.

d. Females will not be considered for Armor and/or Infantry unless listed as options. Female Cadets should not list Armor and/or Infantry as a Control (Detail) Branch unless they want to be considered for selection into one of these. Female Cadets may opt-into Armor and/or Infantry as both Basic and Control Branch, or individually as a Basic Branch or Control Branch. (Example 1: A female Cadet desires to be considered for Armor as a Basic Branch and not Branch Detail, they simply select Armor as their Basic Branch and do not list Armor as a Branch Detail preference. Example 2: A female Cadet does not desire Armor as their Basic Branch but would like to be considered for Armor as a Detail Branch, they do not list Armor as a Basic Branch but do select Armor as a Detail Branch preference.)

APPENDIX J – Education Delay

J-1. General Information

a. The Education Delay (DL) selection board will take place after Active Duty/Reserve Forces Duty selection is complete and prior to Active Duty Branching.

b. Cadets/LTs not selected for DL will retain their Active Duty/Reserve Forces Duty selection.

c. Cadet/LTs selected for DL will be identified as Active Duty-Ed Delay Pending, ARNG-Ed Delay Pending, or USAR-Ed Delay Pending on the component results release to the field. Ed Cadet/LTs selected will have their Active Duty allocation offered to the next highest ranking Cadet on the OML who requested Active Duty but was previously selected for Reserve Forces Duty.

d. Following DL selections, if one of the RC missions is no longer met, RC component changes will be offered, by OML ranking, to those Cadets/LTs who were previously assigned to their non-preferred RC component, until the RC missions are met. If selection by preference does not result in meeting a RC mission, Cadets/LTs for RC component changes will be selected, in reverse OML order, until the mission is met.

e. Applicants may only apply for three types of Educational Delay (DL) opportunities in the HQDA/ROTC Education Delay Board process.

(1) Judge Advocate General Corps.

(2) Chaplain Corps – Candidates must also apply for the Army Chaplain Candidate Program through the Chaplain Recruiting Team.

(3) Army Medical Department (AMEDD) is comprised of six separate branches with career opportunities specified in Department of the Army Pamphlet 600-4, Army Medical Department Officer Development and Career Management.
   o   Army Nurse Corps – not accepting Education Delay applications
   o   Army Dental Corps
   o   Army Medical Corps
   o   Army Medical Specialist Corps
   o   Army Medical Service Corps
   o   Army Veterinary Corps

f. In accordance with AR 601-25 Education Delay newly commissioned officers must be enrolled in the post graduate program by the first semester or quarter following appointment.

g. The officer may request a termination of delay status if not selected for the special post graduate school.

h. Once an Educational Delay officer is enrolled and participating in an approved graduate program, Army Human Resources Command, Officer Personnel and Management Directorate, Ed Delay Program Manager (AHRC-OPD) will have administrative control of the officer's status.

i. Each PMS must counsel Cadets interested in DL to ensure they understand the process and requirements (e.g., highly competitive choices, limited). Cadets /LTs must gain acceptance to professional studies no later than the established cut-off date as indicated in Appendix B.

j. Appointment memorandums must list "Branch Unassigned". See USACC Regulation 145-9.

k. Judge Advocate General's Corps (JAG) information is provided at http://www.goarmy.com/jag.html.

l. Chaplain information is provided at http://www.goarmy.com/chaplain/candidate-program.html.

m. AMEDD Information is provided at http://www.goarmy.com/amedd/medical-specialties.html.

n. Packets are due to ATCC-PAS-A not later than the established suspense date given in Appendix B.

J-2. Eligibility for Education Delay Consideration

a. Active GRFD recipients in any component cannot apply for DL.

b. Early Commissioning Program (ECP) may apply if not GRFD.

c. Green to Gold Active Duty Obligor cannot apply for DL.

d. All applicants must be able to begin graduate studies by the next Fall quarter or semester following undergraduate graduation.

e. End of Cadet Summer Training (CST) commissionees may request to be considered for Educational Delay. End of CST commissionees' files will be considered with all other Cadets' files at the next scheduled DL board following commissioning.

f. Applicants may only apply to accredited schools located in the United States and District of Columbia.

g. Programs located outside of the Continental United States are not authorized.

h. Chaplain Candidates must apply for the Army Chaplain Candidate Program through a Chaplain Recruiting Team.

J-3. Branches Considered for Educational Delay

a. Dental Corps (DC) – open.

b. Chaplain Corps (CH) – open.

c. Medical Corps (MC) – open.

d. Medical Service Corps (MS) – MS is currently open to limited specialties.

(1) Audiology (AuD in Audiology).

(2) Biochemistry (PhD in Biochemistry Toxicology, Physiology, or Chemistry).

(3) Clinical Psychology (Doctoral in Clinical or Counseling Psychology).

(4) Entomology (MS/PhD in Entomology or Biological Sciences with a concentration in Entomology).

(5) Healthcare Administration (MS in Healthcare Administration from a program approved by the Commission on Accreditation of Healthcare Management Education (CAHME)).

(6) Microbiologist (MS/PhD in Microbiology, Immunology, Parasitology, or Biology).

(7) Nuclear Medical Science Officer (MS/PhD in Health, Medical, Nuclear or Applied Physics, or Nuclear Engineering).

(8) Optometry (Doctorate of Optometry).

(9) Podiatry (Doctorate of Podiatric Medicine).

(10) Research Psychology (Doctorate Degree in Research, Behavioral or Experimental Psychology).

e. Medical Specialist Corps (SP) – SP is currently limited to:

(1) Dietitian (Must apply for a program offering an entry level Masters Coordinated Program in Dietetics or a Didactic Program in Dietetics plus a post-bachelors dietetic internship. Individuals are encouraged to apply to the Military-Baylor Graduate Program in Nutrition that incorporates the dietetic internship and results in a Masters of Nutrition).

(2) Occupational Therapy (MS/Doctorate in Occupational Therapy).

(3) Physical Therapy (Doctorate in Physical Therapy, Cadets encouraged to apply to the Army Baylor Doctoral Program in Physical Therapy).

(4) Physician Assistant (must have completed a Master's Degree).

(5) Veterinary Corps (VC) – open.

J-4. Educational Delay Request/Application Packet Requirements

a. Hard copy documents (one original, one copy file) are to be submitted through Brigade to USACC HQs G1, Accessions and Security Division, (ATCC-PAS-A).

b. Original packet plus copy should be in a manila folder and labeled with Name, Last four of social security number (SSN), and school name.

c. Packets must include the following or applications will not be processed for submission to Ed Delay Board for consideration.

(1) CCIMM Accessions Management Sheet (AMS).

(2) Official Transcripts with school registrar's seal.

(3) Graduate study admissions test results. Test score results are mandatory for DL consideration except for individuals applying for the Chaplain Candidate Program. Official, printed test score with name, SSN, from the testing entity is required. All AMEDD Programs require Graduate School Test (DAT, GRE, VCAT, OAT, PCAT, or MCAT) as appropriate for desired field of study. The Judge Advocate General's Corps program requires the Law School Admission Test (LSAT). To determine the test requirements, dates and times, consult the following web sites:

- o Dental School Admission Test (DAT), http://www.ada.org/dat.aspx.
- o Graduate Record Exam (GRE), http://www.ets.org/gre.
- o Law School Admission Test (LSAT), http://www.lsac.org/jd.
- o Medical College Admission Test (MCAT), https://www.aamc.org/.
- o Optometry School Admission Test (OAT), https://www.ada.org/oat/.
- o Pharmacy College Admission Test (PCAT), http://pcatweb.info/.

(4) Chaplain applicants must submit a one-page paper, "Why I want to be an Army Chaplain." Chaplain applicants who are accepted for Ed Delay (Chaplain Option) must apply for the Chaplain Candidate Program through a Chaplain Recruiting Team (CRT) within 10 days of release of the FY18 Selection and Branching Board. Applicants must be considered by the next available Chaplain Candidate Board for acceptance into the

program. Cadets can contact a chaplain recruiter at http://www.goarmy.com or (404) 469-7510/5203.

(5) Applicants for Judge Advocate General Corps must write a one page, 'Why I want to be an Army Judge Advocate" and include at least one detailed recommendation letter from either a Professor Military Science or another Professor/Instructor that knows the applicant well and can write on their demonstrated intellectual ability, commitment to military service, and leadership skills. Letters of Recommendation (mandatory for JAG Corps).

J-5. Administrative Procedures for Ed Delay Selectees (only)

a. Officers who enter DL status are transferred to the jurisdiction of Human Resources Command (HRC) upon commissioning and submitting all appropriate graduate school acceptance papers to USACC G1, ASD, (ATCC-PAS-A). Commissioning documents must be forwarded to USACC, G1 ASD within 10 days commissioning for LTs selected for Ed Delay status (DL). This action is in addition to uploading commissioning documents to iPERMS within five days of commissioning.

b. Cadet Command will not publish Ed Delay orders or transfer control of any DL Officer to Human Resources Command (Officer Accessions) prior to receiving the below documents:

___ DA Form 71 (Oath of Office)
___ Appointment Memo with "Branch Unassigned"
___ Chaplain Candidate Program Memo (If Applicable) or selection announcement
___ DA Form 591 and one of the following supplemental forms:
___ DA Form 591E (JA)
___ DA Form 591G (MC, DC, VC, MS, SP)
___ DA Form 591H (CH)
___ DA Form 597 (ROTC Non-Scholarship Contract)
___ DA Form 597-3 (ROTC Scholarship Contract)
___ DD Form 4/1-4/3
___ DD Form 2807-1 (Report of Medical History)
___ DD Form 2808 (Report of Medical Exam)

**Documents Scanned and Archived

Mail to: Department of the Army, U.S. Army Cadet Command,1st Cavalry Regiment Road, Building 1002, Rm 150 ATTN: ATCC-PAS (Mr. James Tilburg), Fort Knox, KY 40121

J-6. Additional Information

a. Educational Delay applicants in the medical field should be aware of the Health Profession Scholarship Program (HPSP), the Army Dietetic Internship/Graduate Program in Nutrition, Army-Baylor University Doctoral Program in Physical Therapy and the Interagency Physician Assistant Program (IPAP). Visit the Medical Specialist Web site http://www.goarmy.com/amedd.html for more information. Cadets are reminded that many medical occupations require state licensure and certifications to serve in those healthcare specialties. Note: The Army Surgeon General requires all medical professionals graduate from accredited schools located in the United States and District of Columbia. Participation in educational delay does not guarantee that the student will be selected AD.

b. Participation in educational delay to attend law school does not guarantee that the student will be selected for the JAG Corps or for AD. Educational Delay officers in the first semester of their third year of law school (3L) must apply to the JAG Corps by the 1 November deadline. As part of the application, DL officer applicants must interview with an active duty Judge Advocate Field Screening Officer who submits a report to the board upon completion of the interview. Educational Delay officers may arrange for the interview through their law school's Career Service Director or by contacting the Field Screening Officer directly.   For information about the JAG Corps, students should contact 1-888-550-2769 or refer to http://www.goarmy.com/jag.html

c. Chaplain Corps candidates must be accepted into the Chaplain Candidate program.

(1) Applicants must have a baccalaureate degree of not less than 120 semester hours (with a minimum 2.5 GPA) and be accepted into a full-time graduate theological studies program at an accredited school.

(2) A chaplain candidate must be a U.S. citizen or permanent resident between the age of 21 and 34.

(3) Six months prior to their graduation, Chaplain Applicant must submit their application to be accessioned as a Chaplain Candidate.

(4) Once accessioned into the Chaplain Candidate Program, Ed Delay LTs will have six (6) years to complete all requirements for becoming fully qualified to serve as a chaplain and complete a single qualifying religious or theological graduate degree program of no less than 72 semester hours.

(5) Candidates must receive an ecclesiastical endorsement (DD 2088) from an endorsing agent registered with the AFCB. They must complete no less than two (2) years of professional, full-time civilian ministry experience (this can be completed during or after their graduate theological studies).

(6) Participation in the Chaplain Candidate Program does not guarantee that the candidate will be selected to be appointed a Chaplain (56A) in the Chaplain Corps.

J-7. Extension for Professional Studies Admittance

a. An extension of admittance time to professional studies must be submitted if acceptance to professional studies is not gained by established cut-off date as indicated in Table 1-1.

b. Requests for extension to gain acceptance to professional studies must be submitted on a DA Form 4187 thru the PMS to their Brigade and forwarded to USACC G1, ASD for action.

c. Requests must indicate Request Extension of Education Delay and a specific date the individual anticipates notification of acceptance to the professional studies school in the remarks block of the DA Form 4187.

J-8. Termination of DL

a. Requests for termination of DL must be submitted if acceptance to professional studies is not gained by established cut-off date as indicated in Table 1-1.

b. Requests for termination must be submitted on a DA Form 4187 thru the PMS to their Brigade and forwarded to USACC G1, ASD for action.

c. Requests must indicate Educational Delay Termination (DL Status to AD) in the remarks block of the DA From 4187. Chapter 11-2 provides the administrative procedures on how to submit a termination of DL.

d. Upon termination of the DL the LT will receive active duty or Reserve Forces Duty depending upon the needs of the Army at the time the delay is completed. USACC G1, ASD will conduct a stand-by board based on information provided in the Branching Module and Accessions Management Sheet at the time of the Selection and Branching Board for their cohort.

e. Lieutenants completing DL must be accepted by the desired corps or be considered for a stand-by board. Final branch assignment, for terminations or completions, is determined by Human Resources Command, Officer Personnel Management Directorate, Accessions Division.

APPENDIX K – Army Nurse Corps

K-1. General Information

a. Nurse Candidates are not guaranteed AD. Therefore, all Nurse Candidate Cadets must provide branch preferences for active duty and reserve forces duty prior to the DA/ROTC Selection and Branching Board.

b. Nurse Candidates must list AN as their first branch preference and ensure the academic major code is JXX in CCIMM.

c. Nurses are not eligible to participate in the Officer Incentives Programs (Branch, Graduate (DA suspended at this time), and Post Active Duty Service Obligation [ADSO]), also known as Career Satisfaction Program (CSP).

K-2. Army Nurse Selection

a. The selection sequence begins with component assignments. Public law and contractual obligations take precedence.

b. Nurse Candidates with an active (GRFD) contract will be selected for RD. If the GRFD is dedicated the Cadet/LT will be placed in the dedicated component.

c. Nurse Candidates without a Guaranteed Reserve Forces Duty (GRFD) contract requesting RD will be selected for RD in the preferred component.

d. Senior Military College Nurse Candidates desiring active duty and recommended for active duty by the PMS will be selected for active duty IAW (Title 10 USC) upon passing the NCLEX.

e. Nurse Candidates will be selected by OML sequence for active duty until the available active duty allocations are exhausted.

f. Remaining Nurse Candidates will be assigned RFD to meet the needs of the Army with consideration of preference. Nurse Candidates in the Simultaneous Membership Program (SMP) will be selected for the component they are enlisted in if they request to remain in current component.

K-3. DA/ROTC Regular Army Branching Board

a. Nurse Candidates will receive a National Order of Merit List number based on their Order of Merit Score (OMS) at the time of Component Selection.

b. Nurse Candidates will be placed on an Army Nurse Order of Merit List (ANOML) by Order of Merit Score. Nurses will be selected for active duty, with concurrence of USACC Chief Nurse, by OML until active duty allocations are exhausted.

K-4. ROTC Cadet Accession Management Sheet (AMS)

a. ROTC Accession Management Sheet, ROTC CDT FORM 67-9-1 is an important accession file document. Detailed preparation information regarding the AMS is found in Appendix F.

b. PMS(s), Cadets and HRA(s) must sign and date to validate that all information is accurate and submitted in accordance with regulatory guidance.

c. The AMS is used to provide pertinent Cadet data to all accessions boards. It is located in the Branching Module of CCIMM.

d. The form is only printed (hard copy) for the Educational Delay board. All other boards will view an electronic version.

e. The accuracy of data entered on this report is critical to ensure the best desired outcome for the accessions board. Inaccurate or missing data could negatively impact board results.

K-5. Mandatory Accession Documents

a. Official transcripts from the school the Cadet/LT is currently attending through the spring term following the Cadets MSIII year are required. An official copy of all other post-secondary school(s) transcripts, if transfer credit is being awarded to meet degree requirements for commission, are required.

b. PMS(s)/HRA(s) will include memorandum explaining any difference between the cumulative GPA on transcript and the data in CCIMM as depicted on the Cadet Record Brief (CRB) (i.e., recalculation of GPA if ROTC/military science classes are not included in cumulative GPA or transfer credit) if applicable.

c. Cadet Record Brief.

d. ROTC Cadet Accession Management Sheet.

K-6. BOLC-B Assignment Preference CC FM 218-R

a. The Assignment Preference Sheet (218-R) displays information pertaining to the Cadet/Lieutenants' preferences for initial assignment location, initial active duty dates

and consideration for special duty. This form is filled out in the Branching Module of CCIMM. Inaccurate or incomplete information on the 218-R creates a need to publish amendments and disrupts the BOLC-B and summer camp assignment process. Information annotated in this module on the day following the suspense day is what determines availability for assignment.

b. PMS(s)/HRA(s) must ensure a brief explanation is specified in Part II Remarks section if the Cadet has requested an active duty date later than 30 days from their commissioning date. Assignment priority is: Green to Gold, Summer Camp Cadre, and OML ranking based on available seats.

c. Below are the steps required for entering data in CCIMM to update the Assignment Preferences. PMS's/HRA's will update 218-R data in CCIMM established cut-off date as indicated in Appendix B for December graduates and established cut-off date as indicated in Appendix B for Spring semester graduates.

d. Select BOLC Assignment Preferences in the Branching Module.

e. Select a Cadet using these steps.

    (1) Open the Assignment Preferences section.

    (2) Select the assignment preference choices from drop down menu.

    (3) Open the Additional Information section.

    (4) Update address if necessary.

    (5) Update telephone number.

    (6) Update enter active duty on/or about dates if necessary.

    (7) Select the mode of travel (POV or Commercial Air).

    (8) Select DO or DO NOT desire to serve as Cadre at Advanced Camp.

    (9) Select DO or DO NOT desire to serve as Cadre at Basic camp.

    (10) Select DO or DO NOT request consideration for JOINT DOMICILE. If select, "DO" – enter the information on the military spouse.

    (11) Add any remarks in the Remarks section (i.e., any reason/event (wedding, vacation, etc) that would preclude a Cadet from attending BOLC-B at a certain time. Include date(s) of event. If the school or Cadet is planning to request Gold Bar Recruiter (GBR) duty it must be annotated in the Remarks section. This declaration of

intent is in addition to the official request as specified in this circular Chapter 10-Gold Bar Recruiter Program.

    (12) CLICK "Submit" to save the data.

    (13) Open the "Reports" section. Select "BOLC Assignment Preferences Sheet (218-R)".

    (14) Select "Cadet".

    (15) Review for accuracy/print if required/maintain signed copy.

K-7. Nurse Qualifications

a. Nurse Candidates will not be placed on Active Duty (AD) prior to passing of the National Council Licensure Examination (NCLEX). NCLEX test dates must be placed in CCIMM.

b. Nurse Candidates that fail the NCLEX or change their academic major will not be automatically placed on active duty. They will be given a component based on their OMS at the time of the Department of the Army/Reserve Officers' Training Corps (DA/ROTC) Selection and Branching Board. ROTC accessions with a military obligation who twice fail the NCLEX will be transferred in accordance with AR 135-101, Paragraph 1-11e (2) and AR 614-100, Paragraphs 4-2 and 4-3.

c. Nurse Candidates that fail the NCLEX or change their academic discipline selected for active duty will receive their branch, other than Army Nurse, through the normal branching process.

d. Nurse Candidates that fail the NCLEX or change their academic discipline and are selected for RFD, not on a GRFD scholarship, will be directed to the USAR or ARNG based on their reserve duty preference at the time of the Department of the Army/Reserve Officers' Training Corps (DA/ROTC) Selection and Branching Board.

e. Nurse Candidates that fail the NCLEX or change their academic discipline and that have a GRFD scholarship will receive the RD component that awarded the GRFD scholarship.

f. Nurse Candidates that wish to participate in the Gold Bar Recruiter Program (GBRP) must receive AD and pass the NCLEX. See paragraph Appendix M.

K-8. Administrative Procedures After National Council Licensure Examination

a. Once the NCLEX is passed the Brigade Nurse will verify the license and ensure CCIMM is updated to reflect the NCLEX pass date. After verification, the USACC Chief Nurse will request orders by email through Human Resource Command, Army Nurse Corps (AN) Branch. A copy of the email will be sent to USACC, Deputy Chief of Staff G1, ATCC-PAS. Once Human Resources Command publishes the request for orders (RFO), ASD will publish and distribute the orders through CCIMM. The USACC Chief Nurse will be informed after the orders have been distributed.

b. Appointment memorandum must read USAR "branch unassigned" (NOT Army Nurse Corps) for all nursing students. Likewise, the "Reserve Commissioned Officer" box should be selected on the DA Form 71.

c. Nurse candidates must sit for the NCLEX within 60 days of graduation and provide their NCLEX test date to assigned Brigade Nurse Counselor (BNC).

d. Once BNC verifies successful completion/pass of NCLEX, the nurse candidates in coordination with BNC will update the 218-R based on CNTP (Clinical Nurse Transition Program) locations available for the BOLC class they will attend. This information is forwarded in the Request for Assignment (RFA) sent through the ROTC Chief Nurse's office and to HRC.

e. Nurse candidates requesting component change from Active Duty to USAR or NG must submit a packet in accordance with administrative procedures in Appendix P. USACC Chief Nurse will provide a recommendation memorandum for approval or disapproval.

K-9. Army Nurse Corps - Active Duty Orders Process

a. Nurse candidates are accessed onto active duty (AD) through their assigned Brigade Nurse Counselor (BNC). BNC's will track NCLEX status of each officer's appointment date and will follow up on test results to validate completion of this critical Army Nurse Corps appointment requirement.

b. Once the NCLEX is passed and proof of active nursing license is confirmed; BNC's enter pass date in CCIMM and in coordination with the nurse candidate, will complete a list of desired first duty locations with the Clinical Nurse Transition Program (CNTP) and available for the BOLC date they will attend. The following information will be sent to Deputy Chief Nurse for assignment and AD orders:

(1) Name and last 4

(2) RN license number and state issued

(3) BOLC class attending

(4) Desired mode of transportation

(5) Contact information (to include email, phone and address)

(6) Assignment preferences in order of preference

(7) Any other important information (MACP, Dependents, etc)

c. Deputy Chief Nurse will coordinate with Human Resources Command (AHRC-OPD) Health Services Division for assignment and Request For Orders (RFO). Orders are published and forwarded to BNC for each nurse candidate.

d. Deputy Chief Nurse will confirm BOLC arrival for all Army Corps 2LT's with the BOLC Nurse Liaison.

K-10. Army Nurse - United States Army Reserve Orders Process

a. The Deputy Chief Nurse reviews all commission packets for accurate appointment documents and VHRs, requests all USAR orders, provides orders to the 2LT and reports NCLEX results to Human Resources Command (HRC). HRC will follow up with USAR unit to confirm licensure and second oath, changing status to "fully qualified" AN, and if appropriate revoking orders and acquiring a new VHR for any nurses who fail the NCLEX twice.

b. Nurses are no longer required to pass the NCLEX prior to receiving orders in the USAR. However, until NCLEX is passed, the nurse is not considered "fully qualified" and cannot attend BOLC.

(1) USAR nurses must take the NCLEX on the same prescribed timeline as active duty nurses (60-120 days from the first test if they fail the first).

(2) BNCs continue to track NCLEX results for USAR nurses after they begin drilling with the unit until successful completion of NCLEX or report of second NCLEX failure. BNCs will report 2X failure to Human Resources Command thru the Deputy Chief Nurse and Accessions and Security Division.

(3) Nurses will always have VHRs indicating they are "branch unassigned" regardless of NCLEX status until they report to the USAR unit, license is verified by the unit, and a second oath is administered indicating branch assignment as Army Nurse Corps. BNCs will report 2X failure to Human Resources Command thru the Deputy Chief Nurse and Accessions and Security Division.

(4) The USAR unit must withdraw the VHR/AN position and reassign a position and branch upon notification of 2X NCLEX failure. Coordinate with HRC (USARMY.KNOX.HRC.MBX.OPMD-OPD-RAA@MAIL/MIL) for action.

c. Once NCLEX is passed and proof of active nursing license is confirmed, BNC's notify Deputy Chief Nurse. School HRA's will forward a packet via email with the following documents to HRC (USARMY.KNOX.HRC.MBX.OPMD-OPD-RAA@MAIL/MIL) for RFO.

(1) Proof of NCLEX pass

(2) DA Form 71 annotating "Reserve Commission Officer"

(3) Appointment Memo annotating "Reserve Branch Unassigned"

(4) Discharge Order (reference USACC Regulation 145-9, 8 June 2016)

(5) DA 597 (Cadet contract), 597-1 or 597-3 (if applicable)

(6) DD 4, DD 4/1, and 4/2 (if applicable)

(7) DD 2807 and 2808 (all three pages of both forms)

(8) HT/WT statement (if physical does not have HT/WT filled)

(9) Copy of USAR VHR

(10) Annotate "USAR Accessions (2LT last name)"

APPENDIX L – Reserve Forces Duty (Includes USAR and ARNG)

L-1. Reserve Selection and Changes.

a. The results of the current Fiscal Year (FY) Department of the Army/Reserve Officers' Training Corps (DA/ROTC) Selection and Branching Board Results is a by-name selection identifying the RD components Cadets have received and are final and binding upon approval by DA G1 DMPM (DAPE-MPO-AP).

b. The Department of the Army (DA) G1 records the distribution of RD Cadets based initially on the U.S. Army Reserve (USAR) G1 Unit Vacancy Hold Reports (VHR) and the U.S. Army National Guard (ARNG) Letters of Acceptance (LOA) reported by the National Guard Bureau on behalf of the State G1 Officer Strength Managers.

c. Cadets who do not submit a Unit VHR or LOA will be provided a branch by the USAR/ARNG based upon the needs of the Component. All PMS(s) must counsel ARNG/USAR selected Cadets using the DA Form 4856 reflected in Figure L-2.

d. All requests for a RFD component change must be requested by the date reflected in Appendix B. Approval authority is DA G1 DMPM (DAPE-MPO-AP). Requests for RFD component change will only be considered if an exceptional circumstance exists as determined by the CG, USACC. CG, USACC may disapprove change requests between ARNG and USAR. USACC will forward change requests recommended for approval through CG, USACC to the DMPM (DAPE-MPO-AP). CG, USACC may further delegate this authority.

L-2. United States Army Reserve (USAR) Assignments.

a. Unit Assignment. Unit assignments will be based on a validated Unit Vacancy Hold Report. Cadets should work with their HRA(s) to review current USAR vacancies and contact the Army Reserve Initial Military Training (IMT) team at: usarmy.usarc.usarc-hq.mbx.accessionsdiv@mail.mil once a Cadet has selected up to three vacant positions. In the email provide the following: the vacancy number, the unit information, the branch, the position paragraph and line number and city/state. When this data is provided, it can take up to 14 days to receive notification that the vacancy has been held for the Cadet.

b. Branch Assignment. Cadets receive their branch assignment based on the paragraph and line number in the VHR. Cadets will contact the AR IMT for their BOLC date after they receive their VHR assignment. USACC does not make USAR branch assignments. Cadets should ensure branch choices in CCIMM does not include AR or FA branches if they desire to serve in the USAR. USAR Cadets should be informed that IN branch is only available in Guam and Hawaii.

Addressee: ARMY RESERVE
 HQ US ARMY RESERVE COMMAND (Attn: AFRC-PRT)
 4710 Knox Street
 Fort Bragg, NC 28307
Email: usarmy.usarc.usarc-hq.mbx.accessionsdiv@mail.mil

c. Unit Vacancy List must be used to identify all available USAR positions. Positions identified for fill will be placed on hold by the AR G1 IMT Branch through e-mail at usarmy.usarc.usarc-hq.mbx.accessionsdiv@mail.mil. A vacancy control number will be issued guaranteeing an assignment to a specific position. This control number must be documented on all USAR Unit Vacancy Holds.

L-3. United States Army Reserve (USAR) Accession Packets

a. Accession packets for USAR selected officers are extremely important and must be managed with urgency following commissioning. USAR accession orders will no longer be back dated to accommodate delayed processing of commissioning documents.

b. HRA(s) must send the following documents to Human Resources Command (AHRC-OPD) no later than five working days from commissioning. Ensure you have verified the accuracy of all information on these documents to include social security numbers. When scanning, use the "smallest file size" option on the scanner and only send all documents listed below with your submission.

DOCUMENTS	REMARKS
DA Form 71 (Oath of Office)	USAR Commissioned Officers ONLY
Memorandum of Appointment	See USACC Reg 145-9 Figure 3-2 for new Memorandum. Do not insert branch assigned.
Discharge Order to accept Appointment/Commission	Must be dated the day before appointment/commissioning.
Cadet Contract DA Form 597	DA Form 597-1 (non-scholarship 2 year) or 597-3 (scholarship) if applicable
Enlistment Contract DD Form 4 Series (DD 4/1 and 4/2)	Enlistment/Reenlistment Document Armed Forces of the United States
DODMERB Form 2492 or DD Form 2807-1 (Report of Medical History) & DODMERB Form 2351 or DD Form 2808 (Report of Medical Examination)	Physical exam must include height and weight. All 3 pages of DD2807. If ht/wt not completed supporting documentation required.
Vacancy Hold Report	Copy of UIC, paragraph, and line number unit confirmation generated thru Unit Vacancy Reporting System.

Figure L-1. USAR Accession Packet Contents

(1) Preferred Method Packet Delivery: Using Enterprise Email account, HRA must send packets (encrypted) to one of the following email addresses: HRC USAR Accessions team box email address and send emails encrypted USARMY.KNOX.HRC.MBX.OPMD-OPD-RAA@MAIL.MIL. If you are not allowed to encrypt the email send packets through the AMREC site. Ensure the emails are labeled as instructed in paragraph (2) below. Do not send multiple packets in same email. https://safe.amrdec.army.mil/SAFE/; list the Recipient Information email address as USARMY.KNOX.HRC.MBX.OPMD-OPD-RAA@MAIL.MIL.

(2) In the subject line of your emails put **"USAR Accessions 2LT Last Name of Officer."** Please use a separate e-mail for each officer. Do not send the same packet to multiple email accounts. If you have problems with USAR packets email Mr. George Bryson for assistance George.m.bryson.civ@mail.mil.

L-4. United States Army National Guard Assignments.

a. ARNG Cadets and ECP Lieutenants, who are accepted for ARNG service, are assigned to a branch by the State-JFHQ. The decision authority for ARNG branch assignments and changes is the State Adjutant General. Cadets who desire ARNG service must coordinate unit and branch availability with the appropriate State Officer Strength Manager (OSM). USACC does not make ARNG branch assignments.

b. If accepted for National Guard membership, Cadets must obtain a LOA from the State G1 Officer Strength Manager.

c. If the LOA is not submitted within 90 days of the release of the branching results, a branch will be provided by the state Officer Strength Manager.

d. The ARNG LOA is the source document which informs the Department of the Army that a Cadet will be accessed into the ARNG upon commissioning. On time submission of an LOA mitigates the risk that a Cadet will be accessed in error by another component of the Army, which requires significant State OSM and NGB staff effort, time, and resources to correct each individual case. The ARNG LOA is the source document used by the NGB-ASM-O and State G1, OSM for projecting BOLC-B seats for LTs and scheduling available seats.

e. Dedicated ARNG GRFD Scholarship recipients are required to fulfill their military service obligation in the ARNG. They must obtain an LOA from an ARNG OSM.

L-5. VHR/LOA Additional Requirements.

a. Aviation: The Unit Vacancy Hold Report/LOA must be accompanied by a Selection Instrument for Flight Training (SIFT) and Fort Rucker stamped physical. The Unit Vacancy Hold Report/LOA memorandum must reflect a flight status position.

b. Military Intelligence: Vacancy must clearly state MI AOC, 35 series.

c. Medical Service: Vacancy must be for 70B AOC only.

d. USAR Army Nurse: Must already have a BSN degree and a nursing license with the Unit Vacancy Hold Report. USAR Nurse Cadets will be designated as branch unassigned.   The USAR and unit reserve the authority to verify license and complete second oath of office upon confirmation of all Army Nurse Appointment criteria.

e. USAR Unit Vacancy Hold Reports or ARNG LOAs are required for all Cadets (GRFD, those who request RD, and those who are not selected for AD and are either accepted by the ARNG or the USAR)

f. Letters of Acceptance (LOA)/Vacancy Hold Report (VHR) for the Army National Guard are now being populated through a secure LOA portal. The portal has limited access and only State OSMs have the ability to create LOAs. There is no requirement to forward or e-mail the LOA to the National Guard Bureau.

Figure L-2. USAR Counseling Form

DEVELOPMENTAL COUNSELING FORM
For use of this form, see ATP 6-22.1; the proponent agency is TRADOC.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY:	5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army.
PRINCIPAL PURPOSE:	To assist leaders in conducting and recording counseling data pertaining to subordinates.
ROUTINE USES:	The DoD Blanket Routine Uses set forth at the beginning of the Army's compilation of systems or records notices also apply to this system.
DISCLOSURE:	Disclosure is voluntary.

PART I - ADMINISTRATIVE DATA

Name (Last, First, MI)	Rank/Grade	Date of Counseling

Organization	Name and Title of Counselor

PART II - BACKGROUND INFORMATION

Purpose of Counseling: *(Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling, and includes the leader's facts and observations prior to the counseling.)*

This is an event oriented counseling. You have either 1) selected to enter the US Army Reserve upon commissioning or 2) the Component accessions board has convened and you have been accessed into the Army Reserve (USAR). Either way, you need to complete a Vacancy Hold Request (VHR) to secure a position in the unit you want (which will subsequently award you the Branch that you want (if you qualify for it) and then work towards securing a BOLC-B course date.

These tasks needs to be done ASAP as is can take up to 60 days in order to finalize the VHR. This document is a required portion of your commissioning packet which is due to Human Resources Command 5 days following commissioning and it is needed before scheduling BOLC-B.

PART III - SUMMARY OF COUNSELING
Complete this section during or immediately subsequent to counseling.

Key Points of Discussion:

o Your portion of the VHR process is simple. It should motivate you as it allows you to choose your Branch (if a position is available and you qualify for the branch)
o The VHR is critical to you getting a branch that you want and in getting a BOLC-B date.
o Without this document the Army Reserve will position you in a branch they need filled and in a location that is specified in your records.
o Your coordination with our Human Resource Administrator at your school is critical.
o I want you to have the VHR submitted by the end of November (for Cadets selected by the Component Accessions board), or NLT _____ is deciding to go USAR
o Begin by obtaining a vacancy list and study what is available in the area where you will live. The list is available by contacting our Human Resource Administrator
o You should watch the USAR accessions video on YouTube to become familiar with the process and you can review the materials they have provided in this folder.
o Next you complete the VHR sheet that prioritizes three different positions in the USAR.
o This request is then sent to the Army Reserve HQ Human Resources Initial Military Training team and they will reserve the position for you if it is still vacant.
o The email to use in order to return your Vacancy Hold Request is: usarmy.usarc.usarc-hq.mbx.accessionsdiv@mail.mil. To check the status of your VHR contact USARC IMT section at 910-570-8823 but keep in mind the process takes a minimum of 14 days to validate the vacancy
o DO NOT get a letter of acceptance from a unit commander as that IS NOT a document that will secure the position for you and it will slow BOLC-B scheduling.
o You should contact our HRA and schedule some time to create your VHR. They will need a day or so to get the vacancy listing so plan for that when scheduling you appointment.

o When you have a completed VHR, you can begin the process of obtaining a BOLC-B seat. Getting this seat early is likely going to make things smoother for you in the long run as it qualifies you for promotion through Captain and it is a condition that can allow you to compete for a full time position with the Army Reserve.

o I would advise you to look for the most recent Select Reserve Incentive Program (SRIP) to determine what branches may qualify you for either a cash bonus or tuition reimbursement for selecting a certain branch.

o Many cadets are not aware, the USAR has a program where you serve on Active Duty. The program is the Active Guard & Reserve (AGR). Each year there are dozens of opportunities but the key is to have BOLC-B complete (you can find more information on the program on the HRC website)

o The Army Reserve also has a program that can help you find either a civilian job or get an internship with some very well-known companies. The Public, Private Partnership Office (http://www.usar.army.mil/P3) can help you with resumes, interview techniques and they can assist in gaining an interview with several major corporations who have signed up to hire Army officers.

OTHER INSTRUCTIONS

This form will be destroyed upon: reassignment *(other than rehabilitative transfers)*, separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.

DA FORM 4856, JUL 2014   PREVIOUS EDITIONS ARE OBSOLETE.   Page 1 of 2
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Figure L-3. USAR Counseling Form –pg 2

Plan of Action *(Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specified time line for implementation and assessment (Part IV below)*

Contact our HRA and obtain a current vacancy list for the USAR.

Watch the USAR accessions YouTube video

Look over the list of Branches that offer bonuses or tuition reduction (For additional information, contact LTC Thomas Fox, AR Incentives Program Manager, at (910) 570-8094, or usarmy.usarc-hq.mbx.incentives@mail.mil

Study the list and choose three positions in the city/state (or surrounding area) where you will live after graduation.

Prioritize the three positions and transfer the required information to the Vacancy Hold request sheet.

Email the document to the USARC IMT team and allow them 14 business days to process the request.

When you do receive the finalized VHR, make sure to provide a copy to the HRA so it is in your commissioning packet.

Schedule your BOLC-B date with the USARC IMT team after this is complete.

Research the AGR program and determine if you want to serve on AD with the USAR. It is likely that this option will further limit your branch choices but contact the POC at HRC and discuss your options.

Session Closing: *(The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate.)*

Individual counseled: ☐ I agree ☐ disagree with the information above.

Individual counseled remarks:

Signature of Individual Counseled:	Date:

Leader Responsibilities: *(Leader's responsibilities in implementing the plan of action.)*

I will check back with you in before we break for the Fall Semester (for those accessed into the USAR) or NLT _____ for those who decide to go into the USAR to ensure the task is underway and I will make the HRA available to you in order to assist you in this task.

Signature of Counselor:	Date:

PART IV - ASSESSMENT OF THE PLAN OF ACTION

Assessment: *(Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling.)*

Counselor:	Individual Counseled:	Date of Assessment

Note: Both the counselor and the individual counseled should retain a record of the counseling.

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APPENDIX M – Gold Bar Recruiter (GBR) Programs

Section I Active Component/Active Duty (AD)

M-1. Responsibilities

a. U.S. Army Cadet Command G1, Accessions and Security Division (USACC G1, ASD) will:

(1) Provide administrative and utilization guidance in accordance with AR 601-2 Chapter 7 and this USACC policies and procedures.

(2) Receive and process requests from the Professor of Military Science (PMS) or Brigades.

(3) Select Lieutenants (LTs) for Gold Bar Recruiter (GBR) duty based on requests and eligibility, including Basic Officer Leader Course-Branch (BOLC-B) dates, duty status, and availability. USACC will also determine the start and end dates of GBR duty. LTs selected for cadre for Advanced Camp or Basic Camp are NOT eligible for GBR duty.

(4) Issue and distribute appropriate active duty (AD) orders.

b. PMS(s) will:

(1) Verify eligibility of GBR applicants and secure voluntary commitment to the program.

(2) Verify school's GBR allocation with their BDE before sending GBR request to BDE or USACC G1, Accessions and Security Division GBR Manager.

(3) Brief Second Lieutenant(s) on early termination of GBR duty if a BOLC-B vacancy becomes available.

(4) Submit requests in accordance with (IAW) this circular. NOTE: If the Lieutenant performs GBR duty at a school different from the commissioning school, that school will submit the GBR request and obtain coordination from the PMS at the commissioning school and annotate it on the GBR request.

(5) Utilize GBRs IAW this circular.

(6) Process DA Form 31, Request and Authority for Leave, for Permissive Temporary Duty (PTDY) IAW AR 601-2, Army Promotional Recruiting Support Programs, and this circular.

REQUEST AND AUTHORITY FOR LEAVE

This form is subject to the Privacy Act of 1974. For use of this form, see AR 600-8-10.
The proponent agency is DCS, G-1. (See instructions on reverse.)

1. CONTROL NUMBER

PART I

2. NAME (Last, First, Middle Initial)	3. SSN	4. RANK	5. DATE
Doe, John A.	123-45-6789	2LT ▼	20150206 Date

6. LEAVE ADDRESS (Street, City, State, ZIP Code and Phone No.)	7. TYPE OF LEAVE	8. ORGN, STATION, AND PHONE NO.
123 Main Street Collegetown, USA 12345 (888) 555-1234	☐ ORDINARY ☐ EMERGENCY ☑ PERMISSIVE TDY ☐ OTHER PTDY or Excess Leave ▼	ROTC Unit Information

9. NUMBER DAYS LEAVE				10. DATES	
a. ACCRUED	b. REQUESTED	c. ADVANCED NA	d. EXCESS NA	a. FROM Date	b. TO

11. SIGNATURE OF REQUESTOR	12. SUPERVISOR RECOMMENDATION/SIGNATURE ☐ APPROVAL ☐ DISAPPROVAL	13. SIGNATURE AND TITLE OF APPROVING AUTHORITY
/---/	/---/	/---/

14. DEPARTURE

a. DATE Date	b. TIME ▼	c. NAME/TITLE/SIGNATURE OF DEPARTURE AUTHORITY /---/

15. EXTENSION

a. NUMBER DAYS	b. DATE APPROVED Date	c. NAME/TITLE/SIGNATURE OF APPROVAL AUTHORITY /---/

16. RETURN

a. DATE Date	b. TIME ▼	c. NAME/TITLE/SIGNATURE OF RETURN AUTHORITY /---/

17. REMARKS

Cadet ID: -12345
Approved GBR dates from (GBR start date) to (GBR end date). Total Period of (#) days.
Commander Signature: _____ (PMS) Commander Telephone Number: _____

Chargeable leave is from _____ Date to _____ Date

PART II - EMERGENCY LEAVE TRANSPORTATION AND TRAVEL

18. You are authorized to proceed on official travel in connection with emergency leave and upon completion of your leave and travel will return to home station (or location) designated by military orders. You are directed to report to the Aerial Port of Embarkation (APOE) for onward movement to the authorized international airport designated in your travel documents. All additional travel is chargeable to leave. Do not depart the installation without reservations or tickets for authorized space required transportation. File a no-pay travel voucher with a copy of your travel documents or boarding pass within 5 working days after your return. Submit request for leave extension to your commander. The American Red Cross can assist you in notifying your commander of your request for extension of leave.

19. INSTRUCTIONS FOR SCHEDULING RETURN TRANSPORTATION

Figure M-1. Example of DA Form 31 for AD GBR only

M-2. General Information

a. The GBRP supplements the recruiting process by assisting the PMS and Recruiting Operations Officer (ROO). The GBR makes the greatest impact for ROTC by working with select on-campus markets, talking about his or her own experience as a Cadet. Additionally, the benefits of AD (pay, medical care, dental care, etc.) accrue for the officer while on GBR duty.

b. In accordance with AR 601-2 Chapter 7, officers selected as GBRs, will perform duty in a PTDY status. Per Diem is not payable until the officer begins travel (i.e., departs for BOLC-B, Advanced Camp, Basic camp, etc). The GBR will not be placed in a TDY status and a PTDY status simultaneously. The PMS must terminate the DA Form 31 prior to the first day of the TDY. Once the TDY has been completed, a DA Form 31 will be generated for the remaining PTDY period.

M-3. Eligibility Criteria

    a. Any officer nominated as a GBR must meet the following criteria:

        (1) Be selected for AD.

        (2) Have a RA Scroll Date in CCIMM.

        (3) Be a volunteer.

        (4) Be recommended by his/her PMS.

    b. The following individuals are NOT ELIGIBLE:

        (1) Cadets/Second Lieutenant(s) who have not yet accessed.

        (2) Cadets/Second Lieutenant(s) who have been selected for Educational Delay (DL).

        (3) Cadets/Second Lieutenant(s) who have a BOLC-B start date in a different fiscal year from their GBR accession date. (GBRs may not cross fiscal years.)

        (4) Cadets/Second Lieutenant(s) who are participating in Summer Cadet Summer Training (Advanced and Basic Camps).

    c. PMS' are reminded that Cadets/Second Lieutenant(s) who request a branch or duty status change are not eligible for GBR duty until final action is taken on their request. This is necessary because BOLC-B scheduling must be completed before GBR duty can be confirmed. Additionally, PMS(s) should consider the training requirements associated with each branch and counsel potential GBRs on their option (e.g., a 2LT scheduled for a long BOLC-B and/or follow-on training may significantly limit his/her 2LT time by:

        (1) Serving 140 days as a GBR, thus placing them at a disadvantage for promotion, etc., with his peers).

        (2) Early Commissioning Program (ECP) Second Lieutenant(s) may be considered for GBR duty. The request must be submitted through Human Resource Command (HRC) and the same eligibility criteria apply.

        (3) Medical Service Corps (MS) Second Lieutenant(s) who meet all eligibility criteria may serve as GBRs provided they attend the earliest possible BOLC-B class.

        (4) Army Nurse Corps (AN) Second Lieutenant(s) may serve as GBRs provided: AN Cadet receives Active Duty as their duty status and passed the National Council

Licensure Examination for Registered Nurses (NCLEX-RN) within the required 60 days after graduation. The Brigade Nurse Counselor will inform the USACC Chief Nurse when a 2LT passes the NCLEX-RN and ensure CCIMM is updated to reflect the NCLEX pass date. AN Cadet attends the earliest possible BOLC-B class after passing the NCLEX-RN. If there is sufficient time prior to the earliest available BOLC-B, the USACC Chief Nurse will coordinate GBR duty status with the USACC, Deputy Chief of Staff, G1, Accessions and Security Division (ASD), the Army Nurse Corps (AN) Accession Officer, and the Assignment Officer. Approval is based on the needs of the AN Corps and budgeted end-strength requirements.

M-4. Administrative Procedures

a. The PMS will execute a Regular Army Oath – DA Form 71 and Regular Army Appointment Memorandum for all incoming GBRs on their first day of active duty. (Reference USACC Regulation 145-9.)

b. The PMS of the school where GBR duty will be performed requests a GBR by submitting a GBR request memo through USACC (ATCC-PAA). There is no requirement that GBRs work only at their alma mater, but they should be familiar with the school area in which they are working (e.g., could work in his/her home of record or hometown area). Prior coordination and agreement between both PMS(s) must be reflected in the memorandum requesting the GBR. GBRs will not commute more than 50 miles (one way) to perform duty.

c. The ASD GBR manager, will update the Cadet Command Information Management System (CCIMM) for those selected for GBR duty including the period of GBR duty after BOLC-B scheduling is finalized. Attendance at BOLC-B takes priority over GBR assignments. Starting and ending dates for Second Lieutenant(s) selected for GBR duty will be established by USACC after coordination with the school concerned. PMS(s) will not allow an officer to begin GBR duty until orders are complete or notified by USACC (No Exceptions).

d. After start and end dates are established, the 2LT will initiate a DA Form 31 in accordance with AR 601-2 Chapter 8 and this circular for the period of PTDY. The total period of PTDY, including any leave taken, cannot exceed 140 days and is at no expense to the government.

e. The Army G1, Compensation and Entitlements Branch has recently clarified JTR, chapter 10, 104 16-D, Basic Allowance for Housing (BAH) for Second Lieutenant(s) assigned to GBR duty. Second Lieutenant(s) without dependents should receive BAH at the rate of PTDY location, without-dependent rate, if they are not assigned to government quarters. Married Second Lieutenant(s) should be paid BAH, at the dependents rate, for the physical address locality of their dependents.

OFFICIAL
SCHOOL
LETTERHEAD

Your School
Emblem Here

reply to
attention of:

YOUR SCHOOL UIC
1 Apr 15

MEMORANDUM THRU ? Brigade Headquarters, City, State, Zip Code

MEMORANDUM FOR Mr. James Apple, Accessions and Security Division (ATCC-PAA), G1, U.S. Army Cadet Command, Fort Knox, KY 40121-2725

SUBJECT: Request for Gold Bar Recruiter (GBR)

1. Request the below-named officer be designated as Gold Bar Recruiter for the unit indicated.

    a. The following lieutenant will perform GBR duty for "your school name", "FICE".

        (1) Doe, John, M., Cadet ID: -12345, AR, Commission date: 15 May XX, GBR duty from 1 May XX through 29 SEPT XX.

            2LT Doe's BOLC date: 30 SEPT XX

2. Point of Contact is the undersigned at (555)555-555 or myemail.civ@mail.mil.

Name of PMS, APMS, ROO
Rank, BR
Professor of Military Science

Figure M-2. Example of AD GBR Request Memorandum

e. If travel is required, it will be at the expense of the individual concerned. There is no entitlement to per diem, travel costs, or movement/shipment of personal baggage or household goods. The PMS must document that each Cadet/2LT volunteering for GBR duty is formally counseled on these provisions. Signature authority for the PTDY (DA Form 31) is the PMS at the school where GBR duty is to be performed, once the length of PTDY has been approved by USACC. Minimum distribution of the completed DA Form 31 will be made as follows:

    (1) Original to the individual officer/2LT.

    (2) Copies to individual's unit files.

f. The effective date of GBR duty is the established start date. The start date for AN Second Lieutenant(s) is established after results of the NCLEX-RN are received at USACC and start dates are coordinated between G1 ASD, the Chief Nurse, and the AN Accession Officer.

g. Officers may perform GBR duty for a minimum of 45 days and a maximum of 140 days. Leave taken during GBR duty will be counted against the number of days GBR duty is performed and must be specified on the DA Form 31. Exceptions to the minimum and maximum number of days will not be considered.

h. In-processing of GBRs will be done electronically or by mail through the respective brigade headquarters. Travel in a TDY status to the brigade headquarters/installation is not authorized. Brigades will establish requirements and timelines for ROTC Program(s)(s) to submit documents for in-processing.

i. Utilization. GBRs are not stand-alone recruiters and must work under the direct supervision of an officer. They can be sent alone on some missions similar to the employment of the Cadet S-5, but will probably be most effective in helping the ROO with on-going marketing campaigns. They are likely to be very effective in speaking with incoming freshman students. The PMS/ROO should provide the GBR with a pre-screened quality prospect lists accumulated through the school year so the GBR can employ marketing techniques to obtain one-on-one recruiting interviews. The PMS/ROO must organize the GBR's activities to maximize contact with quality prospects and allow the GBR to supplement the recruiting process by discussing personal experiences more closely related to the concerns of a college student. GBR duty must be conducted within the guidelines outlined in paragraphs j and l below.

j. Second Lieutenant(s) performing GBR duty in a PTDY status at a location where mission requirement necessitates TDY travel (i.e., events affecting our marketing and recruiting efforts that benefit the command) are authorized TDY travel. TDY orders can be issued

moving the officer/2LT to the TDY location and return to the PTDY location or the PDS PMS(s) will be the approval authorities and control funding and orders completion.

k. GBRs are not authorized to enroll in a graduate degree program or take any classes while assigned to GBR duty.

l. GBRs will not be used for:

(1) Field training exercises.

(2) Writing and developing lesson plans.

(3) Supply and logistics trips.

(4) Instruction of any type.

(5) CST (Advanced and Basic camps) visits.

(6) Placement of advertising (i.e., cannot sign contracts or obligate funds for advertising).

(7) Administrative duties for the ROTC unit, including research into distinguished alumni or other projects.

(8) Any type of TDY unless approved by brigade commanders in support of marketing and recruiting efforts benefiting the command.

(9) Prohibited from performing duties of an investigation officer for disenrollment of Cadets.

m. All GBRs must be supervised by an officer. They will not be left as the Officer in Charge (OIC) of the ROTC Program(s)(s) during summer training.

n. Cadet Command Point of Contact (POC): USACC Deputy Chief of Staff, G1, Accessions and Security Division (ATCC-PAA). ASD GBR Manager is Mr. James Apple. He may be contacted by calling (502) 624-5374, DSN 464-5374, or by emailing james.e.apple4.civ@mail.mil.

Section II United States ARNG/Army Reserve Components

M-5. Responsibilities

a. USACC ACoS Reserve Component Directorate.

(1) Coordinate with USARC G1/ARNG G1 to secure funding for FY17 GBR duty.

(2) Act as executive agent for the Reserve Component (RC) and GBR program and act as LNO between USACC/ARNG HQs.

b. Brigades.

(1) Assign the ARNG Brigade LNO's as the Brigade GBR POC's.

(2) The Brigade LNO must submit their GBR candidates NLT 1 February 2017 for the winter graduating candidates, and NLT 15 May 2017 for the summer graduating candidates. Nominations will be submitted to the RC GBR Manager using the appropriate DA Form 4187 (see appropriate OPORD Annex A for USAR or Annex B for ARNG) and the excel spreadsheet (to be provided to BDE GBR POCs by the USACC RC GBR Manager). USAR GBR nominees will also submit their Appointment Orders from HRC as soon as they are received.

(3) Ensure BDE GBR POC's create an even distribution of ARNG and USAR GBR's among the States in the Brigade footprint.

(4) Ensure BDE GBR POC's track all GBR issues.

(5) Ensure BDE GBR POC's report monthly to the RC GBR Manager regarding GBR's.

(6) Ensure program representative supervise the GBR's on a daily basis.

(7) GBR tour dates are expected to be between 1 November 2017 thru 30 September 2018 lasting for 120 (USAR) or 90 (ARNG) days. Exceptions for an earlier start date may be granted, but the start date must be at least 10 duty days (USAR) or 45 days (ARNG) after commissioning to allow for necessary post-commissioning processing. All requests for exceptions will be submitted via email through the Brigade GBR POC and must demonstrate a unique circumstance which justifies an early GBR start date. Approval is obtained through the office of the RCD GBR Manager. No GBR Lieutenant's tour will extend beyond 30 September 2017. The GBR must submit proof of BOLC date (i.e. email from leadership or career manager) to their Brigade along with DA 4187 and appointment order (if USAR GBR). Tour length could be shortened if an earlier BOLC date becomes available. Priority of selection for GBR duty is Dedicated ARNG/USAR, GRFD, non-scholarship SMP, and then all others. Priority of selection should then be given to Cadets who have BOLC start dates after 01 October 2017 or after their GBR duty is estimated to be completed to ensure the complete usage of funds.

(8) All requests for supplemental GBR's will be submitted by memorandum format via email through the BDE GBR POC and must demonstrate a unique circumstance

which justifies the accession of a GBR. Approval is obtained through the office of the Reserve Component Directorate GBR Manager.

(9) All BDE GBR POC's will coordinate with the appropriate PMS to ensure the following actions have taken place:

(a) PMS has verified eligibility of GBR applicants and ensures voluntary commitment to the program.

(b) Verify the PMS has briefed the Second Lieutenant(s) on early termination of GBR duty if a BOLC-B vacancy becomes available, and submits amendment request to USACC as soon as possible.

(c) Coordinate with the PMS to submit the GBR candidates' DA Form 4187 to the RC GBR Manager. USAR GBR nominees will include their Appointment order from HRC. USAR GBR orders will not be approved until a BOLC class is scheduled. ARNG GBR nominees must also work thru their respective state and compile a hard copy Active Duty Operational Support (ADOS) packet as well as apply through Tour of Duty online. This process may take over 45 days to complete.

(d) Ensure the PMS coordinates with the 2LT's unit of assignment for pay, drill schedule, RSTs, etc. At a minimum, the PMS should make positive contact with unit commander and review the GBR tour start and end date, BOLC-B assignment date, and potential date of arrival at unit of assignment for duty.

(e) For USAR GBR's ensure accession packet is submitted to HRC within 10 working days of commissioning.

(f) For USAR GBR's ensure necessary paperwork is submitted to USAR Pay Center Fort McCoy to initiate GBR pay.

(g) For ARNG GBR's coordinate with PMS to receive accession packet NLT 45 days prior to GBR duty start date.

M-6. GBR Roles and limitations

a. GBR duty is a volunteer only program.

b. GBRs must not have performed GBR duties during the previous fiscal year or have already completed BOLC. Exceptions can be made for previous fiscal year GBRs if the BDE doesn't have adequate volunteers.

c. GBR Lieutenants must be commissioned and accessed as Army Reserve/ARNG officers, be assigned to an Army Reserve/ARNG unit, and have an approved BOLC date.

d. It is preferred that GBR Lieutenants perform their tour with their commissioning host program, but exceptions may be granted if both the commissioning PMS and gaining PMS agree, and no alternative officers are available. Any exceptions to policy must be submitted to the USACC G1 Chief, Accessions and Security Division for approval.

e. GBR Lieutenants must reside within a 50 mile radius of their place of duty.

f. Army Reserve/ARNG Nurse Lieutenants must pass the NCLEX before being brought on tour. See Appendix K 9 for Army Nurse Corps requirements.

g. USAR/ARNG Second Lieutenant(s) branched MI must initiate their TS clearance with their unit before beginning a GBR tour.

h. For further guidance please refer to USACC OPORD 16-12-023 RC Gold Bar Recruiting (GBR) Program.

i. USACC ARNG Brigade Liaison Officers are Points of Contact:

Brigade	POC	Email	Phone
1 BDE & 6BDE:	CPT Matthew Riley	matthew.a.riley2.mil@mail.mil	502-624-2073
2BDE & 4BDE	CPT Jacob Terrell	jacob.d.terell.mil@mail.mil	502-624-4914
3BDE & 5BDE	CPT Anthony Thomas	anthony.b.thomas38.mil@mail.mil	502-624-4999
7BDE & 8BDE:	CPT Dakota Walker	dakota.m.walker.mil@mail.mil	502-624-1979

Figure M-3. Brigade ARNG Liaison Officers

Figure M-4. Example of ARNG GBR 4187

PERSONNEL ACTION
For use of this form, see PAM 600-8; the proponent agency is DCS, G-1.

DATA REQUIRED BY THE PRIVACY ACT OF 1974	
AUTHORITY:	Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended
PRINCIPAL PURPOSE:	To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.
ROUTINE USES:	The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.
DISCLOSURE:	Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.

1. THRU *(Include ZIP Code)* BDE: (WHAT BDE DO YOU BELONG TO WITHIN CADET COMMAND)	2. TO *(Include ZIP Code)* US Army Cadet Command ATTN: ACoS - ARNG Fort Knox, KY 40121	3. FROM *(Include ZIP Code)* School City, State ZIP Code UIC

SECTION I - PERSONAL IDENTIFICATION		
4. NAME *(Last, First, MI)* Doe, John M.	5. GRADE OR RANK/PMOS/AOC 2LT/0-1	6. SOCIAL SECURITY NUMBER

SECTION II - DUTY STATUS CHANGE *(AR 600-8-6)*
7. The above Soldier's duty status is changed from N/A   to
_____ effective _____ hours, _____

SECTION III - REQUEST FOR PERSONNEL ACTION		
8. I request the following action: *(Check as appropriate)*		

	Service School *(Enl only)*		Special Forces Training/Assignment		Identification Card
	ROTC or Reserve Component Duty		On-the-Job Training *(Enl only)*		Identification Tags
	Volunteering For Overseas Service		Retesting in Army Personnel Tests		Separate Rations
	Ranger Training		Reassignment Married Army Couples		Leave - Excess/Advance/Outside CONUS
	Reassignment Extreme Family Problems		Reclassification		Change of Name/SSN/DOB
	Exchange Reassignment *(Enl only)*		Officer Candidate School	X	Other *(Specify)* ADT/ADOS - ARNG GBR
	Airborne Training		Asgmt of Pers with Exceptional Family Members		

9. SIGNATURE OF SOLDIER *(When required)*	10. DATE *(YYYYMMDD)*

SECTION IV - REMARKS *(Applies to Sections II, III, and V)* *(Continue on separate sheet)*
Operation is in support of: ROTC Gold Bar Recruiter Duty

First Name: Last Name: MI:

Address of Officer (within 50 miles of duty):

.mil@mail.mil or .edu email only:
Home Phone: XXX-XXX-XXXX   Cell Phone: XXX-XXX-XXXX   Sex: X
DOB: YYYYMMDD   Marital Status: X   Number of Dependents: X
Duty Position Paragraph: XXX   Duty Position Line Number: XX
Date of Rank: YYYYMMDD   Pay-Entry Base Date: YYYYMMDD
Clearance Level: XXX   Branch: XX   MOS (Primary): XX
Mission Start Date: YYYYMMDD   Mission End Date: YYYYMMDD   Tour Length: 90 days

HRA at School, phone number, enterprise email: Mr. John Smith, (XXX)XXX-XXXX, XXXX.XXXX.civ@mail.mil

Commission Date: YYYYMMDD   BOLC Start Date: YYYYMMDD (need to complete GBR duty prior to BOLC)
HIV Test Date: YYYYMMDD (must be within 2 yrs of ADOS start date)
Officer is IAW AR 600-9: Y/N   Height: XX"   Weight: XXX lbs.   APFT Date: YYYMMDD (must be within 6 months)
PHA or Physical Date: YYYYMMDD (must be within 1 year of start date)

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL				
11. I certify that the duty status change *(Section II)* or that the request for personnel action *(Section III)* contained herein -				
☐ HAS BEEN VERIFIED	☐ RECOMMEND APPROVAL	☐ RECOMMEND DISAPPROVAL	☐ IS APPROVED	☐ IS DISAPPROVED
12. COMMANDER/AUTHORIZED REPRESENTATIVE	13. SIGNATURE			14. DATE *(YYYYMMDD)*

DA FORM 4187, MAY 2014	SUPERSEDES DA FORM 4187, JAN 2000 AND REPLACES DA FORM 4187-1-R, APR 1995	Page 1 of 2 APD LC v1.03ES

Figure M-5. Example of USAR GBR 4187

PERSONNEL ACTION

For use of this form, see PAM 600-8; the proponent agency is DCS, G-1.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended

PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.

ROUTINE USES: The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.

DISCLOSURE: Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.

1. THRU (Include ZIP Code)	2. TO (Include ZIP Code)	3. FROM (Include ZIP Code)
US Army Cadet Command ATTN: ACoS - USAR Fort Knox, KY 40121	HQ, US Army Reserve Command ATTN: AFRC-PRM Fort Bragg, NC 28310	School City, State ZIP Code UIC

SECTION I - PERSONAL IDENTIFICATION

4. NAME (Last, First, MI)	5. GRADE OR RANK/PMOS/AOC 2LT/0-1	6. SOCIAL SECURITY NUMBER

SECTION II - DUTY STATUS CHANGE (AR 600-8-6)

7. The above Soldier's duty status is changed from NA _____ to

_____ effective _____ hours.

SECTION III - REQUEST FOR PERSONNEL ACTION

8. I request the following action: (Check as appropriate)

☐ Service School (Enl only)	☐ Special Forces Training/Assignment	☐ Identification Card
☐ ROTC or Reserve Component Duty	☐ On-the-Job Training (Enl only)	☐ Identification Tags
☐ Volunteering For Oversea Service	☐ Retesting in Army Personnel Tests	☐ Separate Rations
☐ Ranger Training	☐ Reassignment Married Army Couples	☐ Leave - Excess/Advance/Outside CONUS
☐ Reassignment Extreme Family Problems	☐ Reclassification	☐ Change of Name/SSN/DOB
☐ Exchange Reassignment (Enl only)	☐ Officer Candidate School	☒ Other (Specify) ADT/ADOS - USAR GBR
☐ Airborne Training	☐ Asgmt of Pers with Exceptional Family Members	

9. SIGNATURE OF SOLDIER (When required)	10. DATE (YYYYMMDD)

SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)

Operation is in support of: ROTC Gold Bar Recruiter Duty

First Name: Last Name: MI:

Address of Officer (within 50 miles of duty):

.mil@mail.mil or .edu email only:

Home Phone: XXX-XXX-XXXX   Cell Phone: XXX-XXX-XXXX   Sex: X

DOB: YYYYMMDD   Marital Status: X   Number of Dependents: X

Duty Position Paragraph: XXX   Duty Position Line Number: XX

Date of Rank: YYYYMMDD   Pay-Entry Base Date: YYYYMMDD

Clearance Level: XXX   Branch: XX   MOS (Primary): XX

Mission Start Date: YYYYMMDD   Mission End Date: YYYYMMDD   Tour Length: 90 days

HRA at School, phone number, enterprise email: Mr. John Smith, (XXX)XXX-XXXX, XXXX.XXXX.civ@mail.mil

Commission Date: YYYYMMDD   BOLC Start Date: YYYYMMDD (need to complete GBR duty prior to BOLC)

HIV Test Date: YYYYMMDD (must be within 2 yrs of ADOS start date)

Officer is IAW AR 600-9: Y/N   Height: XX"   Weight: XXX lbs.   APFT Date: YYYMMDD (must be within 6 months)

PHA or Physical Date: YYYYMMDD (must be within 1 year of start date)

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -

☐ HAS BEEN VERIFIED ☐ RECOMMEND APPROVAL ☐ RECOMMEND DISAPPROVAL ☐ IS APPROVED ☐ IS DISAPPROVED

12. COMMANDER/AUTHORIZED REPRESENTATIVE	13. SIGNATURE	14. DATE (YYYYMMDD)

DA FORM 4187, MAY 2014 SUPERSEDES DA FORM 4187, JAN 2000 AND REPLACES DA FORM 4187-1-R, APR 1995

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OFFICER APPOINTMENT CHECKLIST
For use of this form, see USACC Regulation 145-5 and 145-9. The proponent agency is ATCC-PAS.

The following must be completed prior to executing the DA Form 71, OATH OF OFFICE:

Cadet seeking Appointment: (Last, First, MI)_____

SSN:_____   Proposed Date of Appointment: _____

Host Program:_____

Academic Program:_____

☐   Cadet is on a SECDEF signed officer nomination scroll authorizing appointment into:
    1. Reserve of the Army for most Cadets   Signed Date:_____
    2. RA for Green to Gold ADO/CST Cadre/GBRs Signed Date:_____
    3. AMEDD for 2LTs selected as Army Nurses or for the Medical Service Corps:
    Signed Date:_____

☐   Cadet is a United States Citizen.

☐   Cadet requires no waivers. If a waiver(s) was required, it has been approved.
    (*Age, civil conviction, RE Code, dependency, etc.*)
    1. Type of waiver:_____ Approval Date: _____
    2. Type of waiver:_____ Approval Date: _____
    3. Type of waiver:_____ Approval Date: _____

☐   Cadet has a qualified physical. Date:_____ (less than 2 years old)

    Medical Exam (SF Fm 88 & 93) or DODMERB Fm 2351 and 2492, 2808 and 2807-1,
    and medical waiver (if applicable) on hand and ready for IPERMS. (Cadet verifies
    medical condition has not changed since physical and is not currently on medical profile)

☐   Cadet has completed all Military Science requirements. (CLC, Military History, etc.)

☐   Cadet has a "SECRET" security clearance. Date Granted:_____

    •   MI/CY branched Cadets – Top Secret initiated (Active Duty only)
    •   OD (EOD) Cadets – Top Secret initiated (Active Duty only)
    •   Cadet verifies he/she is not currently pending legal action or have a date to
       appear in court.

USACC Form 145-5-1, 31 March 2015   **Ver 1.00**

☐ Cadet meets age requirements.

☐ Cadet passed an Army APFT within 60 days of commission/meets AR 600-9.
    1. APFT Date: _____
    2. Ht:_____Wt:_____BF%_____   ☐ GO   ☐ NO GO
    3. Memorandum from the PMS regarding compliance with height/weight standards and APFT results.

☐ Bachelors Degree conferred in: _____ Date:_____

☐ Urinalysis completed with a negative result within 90 days of commission.
    1. Date of Urinalysis: _____
    2. Date results received and verified:_____

☐ If SMP, coordination for ARNG or USAR discharge has been made for the day prior to appointment. SMP Contract -DA Fm 4824-R USAR or NGB Fm 594-1 as applicable is on hand and ready for iPERMS.

☐ If selected for commissioned service in the ARNG or USAR, provide the following:
    1. LOA or VHR: _____
    2. UIC: _____
    3. Paragraph: _____
    4. Line Number: _____
    5. Branch/AOC: _____

☐ If required, Cadet meets minimum English Aptitude (ECL or OPI) for appointment.

I validate, as the appointment recommending and validation officer, that Cadet_____ , (Last, First, MI) meets all eligibility requirements for appointment.

Name

Rank, Branch

Professor of Military Science

_____

(Electronic Signature) (CAC Enable)

USACC Form 145-5-1, 31 March 2015   Ver 1.00

APPENDIX O – Active Duty Service Obligation

O-1. Active Duty Service Obligations (ADSO)

a. Purpose - To provide guidance on the Department of the Army's Officer Career Incentive Programs (Branch for ADSO and Post for ADSO).

b. General - The Secretary of the Army approved the concept of a menu of options for increasing the career opportunities of high potential officers on active duty. Currently there are two options. Cadets may request to participate and be selected in both options. The GRADSO program is suspended for FY18. Cadets that wish to be considered for the Branch and/ or Post ADSO Program(s) must complete the appropriate U.S. Army Cadet Command Supplemental Service Agreement for each ADSO Program they desire. Cadets may be considered for 2 branches indicated on CC Form 597-B MAR 2014 and 2 posts as indicated on CC Form 597-P MAR 2014. Cadets will only incur the ADSO for the branch and/or post that is approved. These agreements are available at www.career-satisfaction.army.mil and must be signed by the Cadet and ROTC PMS/APMS prior to the Department of the Army DA/ROTC Selection and Branching Board. Previous versions of these agreements are not authorized.

c. Branch for ADSO (CC Form 597-B MAR 2014)

(1) This program allows Cadets to obtain a primary or alternate Basic Branch of choice in exchange for an additional 3-year ADSO. Each branch will be considered for which a "Branch for ADSO" was executed and the Cadet will only be held to the 3-year obligation for the Basic Branch requested and received.

(2) Cadets interested in this program will sign the U.S. Army Cadet Command Supplemental Cadet Service Agreement, CC Form 597-B MAR 2014, Branch for Active Duty Service Obligation Program. Professor of Military Science (PMS) or Assistant Professor of Military Science (APMS) must also sign CC Form 597-B MAR 2014, Branch for ADSO as the ROTC Official.

(3) The DCS, G1, will review the requests and approve as many as possible. Any Cadet volunteering for this program who is not selected will be branched through the normal branching process. Their contract addendum will be voided, and they will not incur the additional ADSO.

(4) Cadets selected for this program may volunteer for the Branch Detail Program. Their Branch Detail request will be considered as currently practiced. If a Cadet did not volunteer for the Branch Detail Program and a Branch ADSO was required to receive their Basic Branch, the Branch ADSO will be voided. If a Cadet is a Branch Detail Program volunteer who received their Basic Branch with a Branch ADSO and is subsequently Branch Detailed into their requested Detail Branch, they will incur a

3-year obligation for the Basic Branch requested and received. If a Cadet is a Branch Detail Program volunteer; who received their Basic Branch with a Branch ADSO; and is subsequently Branch Detailed into a Detail Branch they did not request, they will not incur a 3-year obligation for the Basic Branch and the contract addendum will be voided. See examples below for clarification.

(a) Example 1: Cadet does not volunteer for branch detail and receives Signal Corps during the Selection and Branching Board with a Branch for Service ADSO. The Signal Corps Branch ADSO is voided.

(b) Example 2: Cadet receives Signal Corps during the Selection and Branching Board with a Branch for Service ADSO, volunteers for Branch Detail into Infantry and receives Armor; the Signal Corps Branch ADSO is voided.

(c) Example 3: Cadet receives Signal Corps during the Selection and Branching Board with a Branch for Service ADSO, volunteers for Branch Detail into Infantry and receives Infantry, the Signal Corps Branch ADSO is binding and the Cadet will incur a 3-year obligation for receiving the Basic Branch of Signal Corps.

(5) Nurse Candidates may not participate in the Branch for ADSO Program.

d. Post for ADSO (CC Form 597-P MAR 2014)

(1) This program allows Cadets to obtain a primary or alternate duty assignment of choice in exchange for an additional year ADSO. Each assignment will be considered for which a "Post for ADSO" was executed and the Cadet will only be held to the 3-year obligation for the duty assignment requested and received.

(2) The CG, USACC, will survey all Cadets selected for active duty assignment for interest in this program. Cadets interested in this program will sign the U.S. Army Cadet Command Supplemental Service Agreement, CC Form 597-P MAR 2014, Post for ADSO Program. Professor of Military Science (PMS) or Assistant Professor of Military Science (APMS) must also sign CC Form 597-P MAR 2014, Post for ADSO Program as the ROTC Official. The Cadet will incur the additional ADSO if the HRC-OPD assignment officer can align the Cadet with that assignment based on the Cadet's branch, date of availability, and unit requirements. Cadets volunteering for this program who do not receive the assignment requested will receive their assignments through the normal process, their contract addendums will be voided, and they will not incur the additional ADSO.

(3) Cadets selected for Active Duty (AD) that receive a basic branch of Army Nurse (AN), Medical Service (MS), Medical Specialist (SP) or Aviation (AV) may not participate in this program.

(4) Cadets selected for Educational Delay (DL) may not participate in this program.

(5) Nurse Candidates may not participate in the Post for ADSO Program.

(6) If a Cadet fails to be commissioned as projected in their Post for ADSO Program Agreement, AHRC- OPD may not be able to hold the requested post assignment. If the post cannot be held, the Cadet will be reassigned by AHRC-OPD through the normal assignment process and their contract addendum will be voided.

(7) Cadets not participating in this program will receive assignments from AHRC-OPD through the normal assignment process.

e. Completion of the initial Cadet ADSO will satisfy the terms of the Cadet's service agreement and the Cadet will not incur an additional financial obligation. The increased ADSO, whether for graduate school, branch, post or dual will be served consecutively and will begin on the day after the officer's initial ADSO is completed. Note: The Career Incentives Programs are applied uniquely to Cadets branching into Aviation. The ADSO for Graduate School is served concurrently (at the same time) as the flight training ADSO, making the Graduate School option essentially free for Aviators. Only the top 20% of Aviators who volunteer will be allowed to participate in the Graduate School Program.

f. Dual ADSO program. This program allows Cadets to be selected for two different ADSO options (Branch-Post). If selected for two ADSO options Cadets will incur a 6 year ADSO (3 years for each option).

g. These agreements are available at www.career-satisfaction.army.mil and must be completed for each ADSO Program participating in prior to the DA/ROTC Selection and Branching Board. Previous versions of these agreements ARE NOT AUTHORIZED. Guidance for processing agreements is provided in paragraph 2. below.

h. The School Program HRA(s) will upload each approved ADSO upon release of the DA/ROTC Selection and Branching Board results. Upload to: https://safe.amrdec.army.mil/safe/ site within 30 days. Upload instructions are listed below in paragraph 2 of this appendix. Examples are:

(1) If 1st or 2nd Basic Branch of choice is received, load the Branch for ADSO Program agreement received. If the Cadet did not receive either branch choice, destroy Branch for ADSO agreement. Failure to provide the approved Branch for ADSO agreement will result in the assignment of a new branch IAW normal branching process without Branch for ADSO consideration.

(2) If 1st or 2nd post of choice is received, load the Post for ADSO Program agreement received. If Cadet did not receive either post of choice, destroy the Post for ADSO agreement. Failure to provide approved Post for ADSO agreement will result in removal from approved Post and reassignment to a new location as directed by HRC.

i. U.S. Army Cadet Command Supplemental Cadet Service Agreements are addendums to the original Cadet contract and become part of the Cadets permanent Official Military Personnel File as confirmation of contracting, obligation and agreements. All uses of these forms are internal to the U.S. Army. Upon commission, these agreements are required to be loaded into iPERMS in accordance with AR 600-6-104 and Cadet Command Regulation 145-9. Completed U.S. Army Cadet Command Supplemental Cadet Service Agreements, (CC Form 597-B and CC Form 597-P), will be maintained in the participating Cadet's local military personnel records until iPERMS upload is verified.

j. Proper execution of each Active Duty Service Obligation is a legal binding requirement. Failure to provide the ADSO agreement(s) will result in a revocation of required branch or post ADSO agreement(s).

O-2. ADSO Contract Instructions

a. Contracts should only be downloaded from: http://www.career-satisfaction.army.mil.

 (1) Select "ROTC".

 (2) Select "CONTRACTS AND SIGN UP INSTRUCTIONS".

 (3) Select and download the type of contract such as Branch of Choice, Graduate School, or Post of Choice. Fill out entirely to include FULL SSN.

b. FY18 ROTC Selection and Branching Board - (ADSO) Contract Accountability Requirements: All ADSO Contract Addendums, (CC Form 597-B, CC Form 597-G and CC Form 597-P, now called Career Satisfaction Program (CSP) Contract Addendums, are to be uploaded on https://safe.amrdec.army.mil/SAFE/.

c. Scan the ADSOs to a file location on your computer so you can upload them from the browser option on the web site.

d. Scan in ".tiff" format as a single contract, NOT separate scans with one page per scan. If you cannot adjust your loading parameters to ".tiff", use ".pdf". Ensure the naming of your file includes the social security number of the Cadet's ADSO you are sending. Note examples:

 (1) **BRADSOYG2018123456789** for Branch ADSO (Entire SSN)

 (2) **GRADSOYG2018123456789** for Grad ADSO (Entire SSN) Suspended until further notice.

 (3) **PADSOYG2018123456789** for Post ADSO (Entire SSN)

e. From this location simply select "Click Here" under "CAC Users" located in the middle of your screen on the left side.

f. You will be prompted to select a certificate. Select your DOD EMAIL certificate and then "OK".

g. You will be prompted to enter your CAC pin and the following:

(1) Type in your name in the "Your Name:" block.

(2) Type in your email address in the "Your Email Address:" block.

(3) Confirm your email address in the "Confirm Your Email Address" block.

h. In "Files:" line, select "Browse" and locate the ADSO you wish to down load. Limit your file to 5 Cadet ADSO's at a time. Reminder: Include the entire SSN on the contract and in the file name. The site you are loading the contracts on is secure and within PII constraints.

i. Add the description of your file in the "Description of File(s)" block.

j. Once the file is selected check the block "Privacy Act Data".

k. Add the following email addresses: tommy.g.sadberry.civ@mail.mil and mark.g.sireno.civ@mail.mil in the "Provide an email address to give access to:" block and select "Add": (You should notice the address you just added appears in the "Recipients List:" block).

(1) Note: Please include both email addresses. These files are only available for 14 days and will drop off the system. If you only send the file to one addressee and that person is not available during at the time allotted, you will be required to re-load the contracts.

(2) Note: Pay close attention to the examples provided in paragraph 1 above when naming the files as this is how we retrieve the files.

l. Under "Email Setting, select "Notify me when file(s) are downloaded" and" Require CAC for Pick-up (all recipients will need to log in with a CAC to download file(s))".

m. Select the blue "Upload" button.

APPENDIX P – Cadet Accession Actions Procedures

This chapter provides guidance and examples on Cadet Personnel Actions submitted as a result of the annual Selection and Branching Board results, non-selection to post graduate schools/Termination of Educational Delay, or other unexpected situations that impact duty status. The suspense to have branch change/duty status change requests resulting from the annual Selection and Branching Board USACC, G1, ASD due to administrative errors is 15 December 2017.

P-1. Branch and Duty Status Change Authorities

a. Approval and Disapproval Authorities: The DA G1 delegates disapproval authority for AD selectees to the Commanding General (CG), Cadet Command. The CG, Cadet Command, further delegated this authority to Brigade Commanders for those requests that do not warrant consideration due to failure to meet regulatory guidance. (This authority may not be further delegated). Cadet Command will only forward branch change requests to the Human Resources Command (AHRC-OPD) that are of exceptional circumstances and warrant consideration. PMS/Cadet dissatisfaction with the DA Selection and Branching Board results does not constitute an exceptional circumstance. If branch allocations are exhausted at the time of the request for exception, branch selection will be IAW the needs of the Army at that time.

b. Suspense Dates: Branch and duty status change requests must arrive at USACC by the published suspense dates in Appendix B to allow time for processing and assignment of Basic Officer Leader Course dates by both the Active and Reserve Forces Duty POCs.

c. Duty Status Change Requests: Cadets may only request a branch or duty status changes if a documented administrative error was made in their official accessions CCIMM file which would have resulted in a different branch/duty status, or if exceptional circumstances exist that warrant such a change for the good of the Army (e.g., an individual had a parent or sibling killed in action and Cadet's performance temporarily decreased.) Specific description of administrative error must be made in the request on DA Form 4187.

d. All actions must be submitted through the proper chain-of-command (i.e., through brigade to USACC) and received at USACC within published deadline dates in Appendix B. Late submission of any actions or those forwarded to USACC G1, ASD without supporting documentation will not be favorably considered.

P-2. Categories of Cadet Accession Actions

a. Duty Status Change Request: The Department of the Army/Reserve Officers' Training Corps (DA/ROTC) Selection and Branching Board "duty status" results are

binding and Cadets are not authorized to change their assigned component without approval from HQDA DA G1, Director of Military Personnel Management, or Human Resources Command (AHRC-OPD). Cadets who desire to request a component change must submit a Cadet Action request within deadlines established in Appendix B. There are several types of Duty Status Changes.

    (1) AD to RD (USAR or ARNG) or RD (USAR or ARNG) to AD.

    (2) ARNG to USAR or USAR to ARNG.

    (3) Educational Delay Termination (DL Status to AD or RD).

    b. Stand-By Board Request: There are multiple circumstances that create the requirement for a Cadet to submit a Stand-By Board request.

    (1) Any circumstance that causes the Cadet to miss the established branching board held each fiscal year. (DA ROTC Selection and Branching Board normally held in October-November of each year).

    (2) Educational Delay Termination. Cadets awarded Educational Delay may fail to be accepted by the post graduate study program /medical school by the first regular semester or quarter following commissioning. These Cadets who fail to be selected for a professional degree program must request a Termination of Educational Delay and a Stand By Board for further duty status assignment.

    (3) Cadets enrolled in the Army Nurse Corps program who fail to pass the NCLEX twice will be directed to a component and/or branch by the Human Resource Command in accordance with regulatory guidance.

    (4) PMS is notified of an approved Medical Determination action and Cadet meets all other commissioning requirements.

    (5) Cadet returns to favorable enrollment status after data suspense for a board.

    c. Uniformed Services University of the Health Sciences (USUHS) Application: Cadets who desire to apply for admission to the USUHS must submit a memorandum to the Commander, US Army Cadet Command requesting permission to apply. This is a requirement of the USUHS Admissions Office. See Figures P-3 – P-5.

P-3. Administrative Procedures

All Cadet Accession aActions must be routed through the Brigade prior to submission to USACC G1, ASD. Any action sent from the PMS/HRA directly to USACC G1 will be returned without action. Cadet Actions need to clearly state the basis or justification for the request to include attached appropriate supporting documents.

a. School/Brigade HRA responsibilities: Cadet Action packets will have a minimum of the documents listed below or returned to the Brigade S-1 (POC) without action.

b. All email and attachments containing personally identifying information (PII) must be encrypted with a CAC for transmission. In addition, transmit all actions on a secure army.mil email account.

(1) DA Form 4187 - Must have the Cadet's ID, signature, Last 4 SSN, and PMS signature.

(2) PMS Endorsement Memorandum may be returned if the DA Form 4187 does not completely explain the reason for the request.

(3) Brigade Commander Endorsement Memorandum.

(4) Valid Vacancy Hold Report or Letter of Acceptance (Component Change/Duty Status Change Requests).

(5) Non-availability letter from a state's Officer Strength Manager reflecting that no Lieutenant or Captain positions exist in the specific State requested.

(6) Copy of the signed Accessions Management Sheet referenced in paragraph 5-5.b.

c. ASD, HRA responsibilities:

(1) ASD HRA will staff each packet with the appropriate internal staffing documents in accordance with current Cadet Command policy.

(2) Headquarters staffing begins with the Accessions and Security Division, Program Analyst Cell. Each request is reviewed based on the appropriate fiscal year cohort DA/ROTC Selection and Branching Board Guidance.

(3) ASD HRA will ensure CCIMM Personnel Actions Tab is updated to reflect the current status of each action. The status of an action can be viewed in CCIMM. Cadre or Staff may direct questions to ASD Chief, Deputy, or HRA. Cadets should never contact USACC ASD POCs or any other agency for status of actions. An ASD Point of Contact roster is published with each annual board results release email and posted on USACC IKrome.

(4) ASD HRA is directly responsible for the status of each action as it progresses; to include external staffing to Human Resources Command (AHRC-OPD) and HQDA G1 (DAPE-MP).

(5) Once final determination is made on a Cadet Action request, the Analyst Cell will annotate the CCIMM Accessions Tab and the ASD HRA will annotate CCIMM Personnel Actions Tab and, notify the Brigade HRA, and file the packet IAW internal Standard Operating Procedures (SOP).

P-4. Cadet Personnel Action Examples

a. Branch Change Request – USACC ASD only processes branch change requests for active duty selectees. See Table 10-1 for reasons a DA Form 4187 must be initiated. Reserve Forces Duty selectees (USAR and ARNG) are assigned their branches by the USAR or ARNG. Any Reserve Forces branch change request must be submitted to the appropriate component or ARNG State Officer Strength Manager.

PERSONNEL ACTION

For use of this form, see PAM 600-8; the proponent agency is DCS, G-1.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended

PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.

ROUTINE USES: The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.

DISCLOSURE: Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.

1. THRU *(Include ZIP Code)* BDE	2. TO *(Include ZIP Code)* Commander, United States Army Cadet Command ATTN: ATCC-PC Fort Knox, KY 40121	3. FROM *(Include ZIP Code)* PMS University Name

SECTION I - PERSONAL IDENTIFICATION

4. NAME *(Last, First, MI)*	5. GRADE OR RANK/PMOS/AOC	6. SOCIAL SECURITY NUMBER

SECTION II - DUTY STATUS CHANGE *(AR 600-8-6)*

7. The above Soldier's duty status is changed from _____ to _____

_____ effective _____ hours, _____

SECTION III - REQUEST FOR PERSONNEL ACTION

8. I request the following action: *(Check as appropriate)*

☐ Service School *(Enl only)*	☐ Special Forces Training/Assignment	☐ Identification Card
☐ ROTC or Reserve Component Duty	☐ On-the-Job Training *(Enl only)*	☐ Identification Tags
☐ Volunteering For Overseas Service	☐ Retesting in Army Personnel Tests	☐ Separate Rations
☐ Ranger Training	☐ Reassignment Married Army Couples	☐ Leave - Excess/Advance/Outside CONUS
☐ Reassignment Extreme Family Problems	☐ Reclassification	☐ Change of Name/SSN/DOB
☐ Exchange Reassignment *(Enl only)*	☐ Officer Candidate School	☒ Other *(Specify)* **Branch Change**
☐ Airborne Training	☐ Asgmt of Pers with Exceptional Family Members	

9. SIGNATURE OF SOLDIER *(When required)*	10. DATE *(YYYYMMDD)*

SECTION IV - REMARKS *(Applies to Sections II, III, and V)* *(Continue on separate sheet)*

1. I am requesting a Branch Change from ( ) to ( ). (Please place a branch name in each blank)
a. Active Duty( )
b. Reserve Duty in the ARNG ( ) or USAR ( ). (Please select one.)

2. I further request consideration for my branch with a Branch for Active Duty Service Obligation (ADSO) in my top 2 (two) choices as indicated below in preference order 1 through 2.
a. AD( )AG( )AN( )AR( )AV( )CM( )CY( )EN( )FA( )FI( )IN( )MI( )MP( )MS( )OD( )QM( )SC( )TC( )

3. I DO NOT wish to be considered for my basic branch using the Branch for ADSO option, _____ Please initial.

4. I understand that if considered for Aviation I must have an approved flight physical dated not later than 8 September 20XX.

Cadet ID: -123456

Supporting Documentation Must be provided.

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

11. I certify that the duty status change *(Section II)* or that the request for personnel action *(Section III)* contained herein -

☐ HAS BEEN VERIFIED	☐ RECOMMEND APPROVAL	☐ RECOMMEND DISAPPROVAL	☐ IS APPROVED	☐ IS DISAPPROVED

12. COMMANDER/AUTHORIZED REPRESENTATIVE	13. SIGNATURE	14. DATE *(YYYYMMDD)*

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Figure P-1. Example of Branch Change Request

b. Component Change/Duty Status Change Request –Includes same basic documents as a branch change request with the addition of a VHR or LOA (USAR to ARNG and ARNG to USAR). See Table P-1 for specific reasons for Cadet Actions and required statements that must be included in the remarks section

PERSONNEL ACTION
For use of this form, see PAM 600-8; the proponent agency is DCS, G-1.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY:	Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended
PRINCIPAL PURPOSE:	To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.
ROUTINE USES:	The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.
DISCLOSURE:	Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.

1. THRU (include ZIP Code) BDE	2. TO (include ZIP Code) Commander: United States Army Cadet Command ATTN: ATCC-PC Fort Knox, KY 40121	3. FROM (include ZIP Code) PMS University Name

SECTION I - PERSONAL IDENTIFICATION

4. NAME (Last, First, MI)	5. GRADE OR RANK/PMOS/AOC	6. SOCIAL SECURITY NUMBER

SECTION II - DUTY STATUS CHANGE (AR 600-8-6)

7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours, _____

SECTION III - REQUEST FOR PERSONNEL ACTION

8. I request the following action. (Check as appropriate)

☐ Service School (Enl only)	☐ Special Forces Training/Assignment	☐ Identification Card
☐ ROTC or Reserve Component Duty	☐ On-the-Job Training (Enl only)	☐ Identification Tags
☐ Volunteering For Overseas Service	☐ Releasing in Army Personnel Tests	☐ Separate Rations
☐ Ranger Training	☐ Reassignment Married Army Couples	☐ Leave - Excess/Advance/Outside CONUS
☐ Reassignment Extreme Family Problems	☐ Reclassification	☐ Change of Name/SSN/DOB
☐ Exchange Reassignment (Enl only)	☐ Officer Candidate School	☒ Other (Specify) Duty Status Change (USAR to ARNG)
☐ Airborne Training	☐ Asgmt of Pers with Exceptional Family Members	

9. SIGNATURE OF SOLDIER (When required)	10. DATE (YYYYMMDD)

SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)

1. I am requesting a "Duty Status Change" from United States Army Reserve (USAR) to the Army National Guard (ARNG).

2. I understand that a Letter of Acceptance (LOA) validated by the State G-1 Officer Strength Manager MUST accompany this request indicating my acceptance into a ARNG unit and is included as an attachment to this request. _____ (Please Initial)

3. I understand that a Duty Status Change is not guaranteed and must be approved by the Department of the Army G1, Director Military Personnel Management (DAPE-MP). _____ (Please Initial)

Cadet ID: -123456

Supporting Documentation Must be provided.

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -

☐ HAS BEEN VERIFIED ☐ RECOMMEND APPROVAL ☐ RECOMMEND DISAPPROVAL ☐ IS APPROVED ☐ IS DISAPPROVED

12. COMMANDER/AUTHORIZED REPRESENTATIVE	13. SIGNATURE	14. DATE (YYYYMMDD)

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Figure P-2. Example of Component Change Request

c. Stand By Board Request – Includes same basic documents as a branch change request. All supporting documentation to confirm basis for request must be attached as appropriate. See Figures P-1 and P-2 for required information that must be included on these actions and when a Stand-By Board is required.

d. Uniformed Services University of the Health Sciences Request. See examples of the Cadet Request and chain of command endorsements at Figures P-3 thru P-5.

Reason for DA Form 4187	Items to include in Section IV REMARKS from Table P-2
Change from Active Duty to USAR	9 or 11, 3, 13, 16
Change from Active Duty to ARNG	9 or 11, 3, 14, 16
Change from USAR to ARNG	9 or 11, 3, 13, 16
Change from ARNG to USAR	9 or 10 or 11, 3, 14, 16
Stand-By Board for eligibility change	1, 3, 4, 5 or 6, 7, 8 if desired, (13 or 14), 16
Stand-By Board for earlier graduation	2, 3, 4, 5 or 6, 7, 8 if desired, (13 or 14), 16
Stand-By Board for Education Delay Termination	2, 3, 4, 5 or 6, 7, 8 if desired, (13 or 14), 16
Stand-By Board for NCLEX failure	16, 3, 4, 5 or 6, 7, 8 if desired, (13 or 14), 16
Stand-By Board for administrative error	9, 3, 4, 5 or 6, 7, 8 if desired, (13 or 14), 16
Stand-By Board for exceptional circumstance	11, 3, 4, 5 or 6, 7, 8 if desired, (13 or 14), 16

*Note: Item numbers are listed in chart in order of placement on DA Form 4187

Table P-1. DA Form 4187 Section IV – Remarks/Types of Cadet Pers Actions

1. I am requesting a Stand-By board as I was not eligible for selection and branching at the time of the Board. ( ) Initials
2. I am requesting a Stand-By board due to an earlier graduation date. (   ) Initials

3. My component preference priority is:
    a. Active Duty ( )
    b. U.S. Army Reserve   ( )
    c. U.S. Army National Guard ( )   (   ) Initials

4. I request selection for the following branches by the indicated preference order: AD( ) AG( ) AN( ) AR( ) AV( ) CM( ) EN( ) FA( ) FI( ) IN( ) MI( ) MP( ) MS( ) OD( ) QM( ) SC( ) TC( )   (   ) Initials
5. I further request consideration for my branch with a Branch with Active Duty Service Obligation for my: (include b. only if desired) a. first branch preference of (   ) (   ) Initials b. second preference of (   ) (   ) Initials
6. I DO NOT wish consideration for my branch with a Branch with Active Duty Service Obligation. ( ) Initials
7. I understand that to be considered for Aviation I must have a SIFT score higher than 40 and an approved flight physical dated not later than 23 September 2017. (   ) Initials.
8. I volunteer for Branch Detail to AR ( ) CM ( ) FA ( ) IN (   ) if assigned to a basic branch of Air Defense, Adjutant General, Finance, Military Intelligence, or Signal Corps. ( ) Initials
9. I am requesting a reconsideration of component from (   ) to (   ) due to an administrative error as indicated below with appropriate supporting documents attached: (explain the error) (   ) Initials
10. I am requesting a reconsideration of component from (   ) to (   ) due to inability to find a position in the ARNG with appropriate supporting documents attached: (explain the error) (   ) Initials
11. I am requesting a reconsideration of component/branch from (   ) to (   ) due to an exceptional circumstance as indicated below with appropriate supporting documents attached: (explain the circumstance) (   ) Initials

12. I am requesting a change from educational delay to: (indicate by preference number)
    a. Active Duty ( )
    b. USAR ( )
    c. ARNG ( )   (   )Initials

13. I understand that a Unit Vacancy Hold Report (UVHR) validated by the USAR G1 must accompany this request and is attached. (   ) Initials
14. I understand that a Letter of Acceptance (LOA) validated by the State G1 Officer Strength Manager (OSM) must accompany this request and is attached. (   ) Initials
15. I understand that a duty status change is not guaranteed and must be approved by the Department of the Army G1, Director Military Personnel Management (DAPE-MP) (   )Initials
16. I am requesting a Stand-By board due to NCLEX failure (s). Documentation of NCLEX failure is attached. (   ) Initia/s

Table P-2. DA Form 4187 Section IV – Remarks

**OFFICIAL
SCHOOL
LETTERHEAD**

Your School
Emblem Here

reply to
attention of:

MEMORANDUM FOR Commander, US Army Cadet Command, ATTN: ATCC-PAS-A, 204 1st Cavalry Regiment Road, Fort Knox, KY 40121

MEMORANDUM THROUGH Professor of Military Science, Your Name University, Box 123, Your Town, ST 12345-6789

Subject: Request for Approval to apply for admission to the Uniformed Services University of the Health Sciences (USUHS)

1. I, FNAME MI. LNAME, Cadet ID -123456, request approval to apply for admission to the School of Medicine, USUHS.

2. The following information is provided:

a. I am a citizen of the United States.

b. I am 22 years of age. Therefore, I will not be more than 30 (if enlisted) years of age as of 30 June in the year of matriculation (or if commissioned: I am 22 years of age. Since I will be more than 30 years of age as of 30 June in the year of matriculation, a waiver may be requested up to 35).

c. I consider myself to be in good health.

d. I meet the academic qualifications specified for USUHS School of Medicine admission.

e. I am motivated to pursue a medical career in the Uniformed Services.

f. I do not have a remaining active duty obligation.

3. If selected and I have a Regular appointment or a Reserve appointment in a paygrade above second lieutenant (AR 600-8-24 applies), I understand I must tender my resignation contingent upon acceptance of a regular component commission as a second lieutenant in one of the Uniformed Services. If selected and I am enlisted in a component of the Army (AR 635-200 applies), I agree to accept appointment in the Regular component of one of the Uniformed Services as a second lieutenant.

4. The USUHS has informed me that USUHS application materials submitted are governed by the Privacy Act of 1974.

(Cadet Signature Block)

Figure P-3. Cadet Memorandum Requesting Permission to Apply to USUHS

OFFICIAL
SCHOOL
LETTERHEAD

reply to
attention of:

ATCC-ABC-DE

MEMORANDUM FOR Commander, US Army Cadet Command, ATTN: ATCC-PAS-A, 204 1st Cavalry Regiment Road, Fort Knox, KY 40121-5123

FOR Director of Admissions, School of Medicine, Uniformed Services University of the Health Sciences, 4031 Jones Bridge Road, Bethesda, MD 20814-4799

Subject: Application for Admission to the Uniformed Services University of the Health Sciences (USUHS)

1. I recommend that Fname|MI. Lname, Cadet ID -123456, be given approval to apply for USUHS. I certify no administrative or disciplinary actions are pending on this applicant.

2. Any questions you have regarding this matter please contact the undersigned at 555-555-1212.

(PMS Signature Block)

Figure P-4. PMS Memorandum Endorsing Request to Apply to USUHS

OFFICIAL
SCHOOL
LETTERHEAD

reply to
attention of:

ATCC-ABC-DE

MEMORANDUM FOR Commander, US Army Cadet Command, ATTN: ATCC-PAS-A, 204 1st Cavalry Regiment Road, Fort Knox, KY 40121-5123

FOR Director of Admissions, School of Medicine, Uniformed Services University of the Health Sciences, 4031 Jones Bridge Road, Bethesda, MD 20814-4799

Subject: Application for Admission to the Uniformed Services University of the Health Sciences (USUHS)

1. I recommend that Fname MI. Lname, Cadet ID -123456, be given approval to apply for USUHS. I certify no administrative or disciplinary actions are pending on this applicant.

2. Any questions you have regarding this matter please contact the undersigned at 555-555-1212.

(BDE CO Signature Block)

Figure P-5. Bde Cdr Memorandum Endorsing USUHS Application Request

APPENDIX Q - ROTC Accessions and Security - Frequently Asked Questions

Accessions Branch

Q: I want to change my duty status/component from Army Reserve, to Active Army?
A: This action is best completed immediately following the annual accessions and branching board. If commissioned, submit DA Form 4187, Personnel Action, through your USAR unit directly to their Headquarters for approval/disapproval. If not commissioned, submit DA Form 4187 through the chain of command to Headquarters, Cadet Command (USACC), for approval/disapproval.

Q: I understand that my branch decision is final. What if I still want to change my branch after I go on Active Duty (AD)?
A: You must complete 3 years of active duty time before being eligible to submit the request.

Q: I know I have missed the window for requesting an Educational Delay but I have a chance to get into medical school. Can I still submit my packet?
A: You may submit for an Educational Delay under the following conditions: (1) It is more than 60 days before your active duty report date. (2) You have a Letter of Acceptance from the medical graduate school. (3) You have passing test scores for the professional degree program MCAT, VCAT, LSAT, etc.

Q: I have been selected for a Reserve Component but did not receive a branch. What do I do?
A: You have 30 days after the official release date of component notification to obtain a by-name Vacancy Hold Report or a Letter of Acceptance from a unit of your choice or you will be selected for a branch based on the needs of the Army.

Q: If branched into the USAR, can I switch to the ARNG if I get a letter of acceptance (LOA) from a National Guard unit?
A: You must submit a DA Form 4187, including a LOA, requesting the change through appropriate channels to HQDA, G1 DMPM. The request must be submitted within 30 days following the annual Selection and Branching Board and meet the specified criteria for duty status changes. The LOA or VHR does not guarantee the request will be approved by HQDA Director of Military Personnel Management.

Q: Can I switch branches with another Cadet?
A: You cannot switch branches with another Cadet. The Selection and Branching board results are binding and informal swaps or exchanges are not authorized. Numerous individual factors are considered in the branching process.

Q: I was in the top 20% and received my 3rd choice (Basic Branch MI with no detail branch). Can I change to a basic branch of MI and a detail branch of IN?

A: No. The DA Selection and Branching Board detail assignments are binding.

Q: Can a Cadet be released from branch detail if it is a branch they did not request?
A: No they cannot – DA Board detail assignments are binding.

Q: I was commissioned at the end of Advanced Camp and desire to change my duty status from the ARNG. Can I submit a DA Form 4187 to USACC?
A: Once commissioned, you must submit a request through your ARNG unit directly to their higher headquarters for approval/disapproval.

Q: How does the branch detail program work?
A: If you were selected for a branch detail during the ROTC Branching Board (i.e., Basic branch is Military Intelligence and Detail branch is Armor), you will serve a period of three years in the detail branch. You will proceed to your detail branch basic course. Upon arrival at your initial duty station, you will serve approximately 36 months in your detail branch. Upon completion of the detail branch assignment, you will be notified to attend a technical course in your basic branch. You will attend a basic branch training course in a TDY status and, upon completion of that training, will return to your duty station and serve 12 to 34 months in your basic branch. This information will be reflected on the PCS orders for Cadets with a branch detail.

Q: Can I request more than one Active Duty Service Obligation (ADSO) option?
A: Yes.

Q: Can a Cadet submit a Branch for Active Duty Service Obligation (ADSO) request for each branch they desire?
A: A Cadet can submit a Branch for ADSO request for any two branches (but only two) that they desire.

Q: Can a Cadet submit a Branch and a Post for Active Duty Service Obligation (ADSO) requests at the same time?
A: Yes, you can request two ADSO options.

Q: If a Cadet received their branch because of their OML ranking in the top 45% of allocations, is their Active Duty Service Obligation (ADSO) contract void and can they submit another Post for ADSO request?
A: Yes.

Q: What are the distribution requirements for Active Duty Service Obligation (ADSO) contracts?
A: Cadets that wish to participate in the Branch or Post for ADSO Program must complete the appropriate U.S. Army Cadet Command Supplemental Service Agreement for each ADSO Program they want to be considered for. Cadets may be considered for 2 branches indicated on CC Form 597-B MAY 2012 and 2 posts as indicated on CC Form 597-P MAY 2012, found in this Appendix O. Cadets will only incur the ADSO for the branch and/or post that is approved. These agreements are available at

www.career-satisfaction.army.mil and must be signed by the Cadet and ROTC PMS/APMS prior to the Department of the Army (DA)/ROTC Selection and Branching Board for each ADSO Program participating in. Previous versions of these agreements ARE NOT AUTHORIZED. PMS/HRA will ensure upon release of the DA/ROTC Selection and Branching Board results, each approved ADSO agreement will be uploaded onto the https://safe.amrdec.army.mil/safe/ site within 30 days. Upload instructions are located on page Q-15 and Q-16 of this appendix.

Q: How come I'm not reporting for active duty until November when I was commissioned in May?
A: The Basic Officer Leader's Course Scheduling Conference establishes the number of quotas for BOLC-B to be given to each quota source (including Cadet Command). Each BOLC-B class has a maximum number of lieutenants it can support based on instructors, training equipment, funding, etc. With over 2,500 Cadets commissioning during the summer months from Cadet Command alone, the Army cannot train them all at once. This in turn leads to the BOLC wait-time for training.

Q: When can I expect my assignment location and orders?
A: USACC, G1, ASD, in conjunction with Human Resources Command, is continually trying to improve the orders process to ensure that Cadets are notified as soon as possible. ASD staff members have an established goal to provide orders to Cadets no later than 45 days prior to their departure date (excluding December graduates). Not all branches work on the same timeline; therefore, some branches may receive orders earlier than others.

Security Branch

Q: Which Cadets require Single Scope Background Investigations (SSBI)?
A: Cadets accessed AD with a control branch of MI, and USAR/ARNG Cadets selected for MI require SSBIs. Cadets accessed AD with a control branch of OD, and selected for EOD training also require SSBI. Cadets accessed AD with control branch of Cyber.

Q: What forms are required for a Single Scope Background Investigation (SSBI) and where are they sent?
A: If the AD lieutenants' NACLC is still open, contact the security specialist at USACC to get the investigation upgraded. If the NACLC has closed, the security manager will initiate the SSBI VIA the PSIP Portal. If the investigation has not been adjudicated by CCF, the security manager(s) will ensure that a copy of the cadet's SF 86 and signature pages are saved onto a diskette or CD for the cadet to hand-carry to Fort Huachuca. New fingerprints must be completed via Live Scan. The investigation will not open until all supporting documents are received. MI Second Lieutenant(s) MUST hand-carry a hard-copy of their SF 86, including all signature pages, to BOLC-B. The security manager at Fort Huachuca can check JPAS, or if necessary, contact OPM, to verify the investigation has opened or has been upgraded.

Cadets selected for USAR/ARNG in MI will submit SSBIs through their reserve unit.

Q: What is the deadline for submitting a Single Scope Background Investigation (SSBI)?
A: The suspense date established by USACC is 1 December. Cadre/Staff at ROTC Program(s)(s) should check CCIMM to ensure security managers have entered the SSBI submission date for Second Lieutenant(s) with control branch MI, Cyber and EOD. Accessions Branch cannot process orders for AD Second Lieutenant(s) with control branch MI unless an SSBI submission date is entered in CCIMM.

Q. What does SAC stand for in JPAS under Investigation Summary?
A. SAC is a Special Agency Check, which are fingerprints. It will list an open and close date.

Q. What does No Determination Made and Loss of Jurisdiction mean in JPAS under Adjudication Summary?
A. It means that the investigation has not been adjudicated. Do not initiate a new investigation. Contact USACC Security and request adjudication of the investigation.

Q. What are the steps to report an unfavorable incident?
A. First ensure an SIR has been completed, complete a DA FM 5248-r and submit to HQ USACC Security Office with supporting documents.

Q. What does it mean when an Incident Report is RED lined in JPAS with a date?
A. This date means the individual has committed an offense that violates one of the 13 Adjudicative Guidelines and the clearance is in a suspended status. The clearance is not valid until there is a final disposition of the incident submitted to DOD CAF for adjudication and the clearance is re-granted.

Q. Does HQ Cadet Command grant security clearances?
A. All security clearances are granted by the Department of Defense Consolidated Adjudication Facility (DOD CAF).

APPENDIX R – Class 1A Flight Physical Command Policy

Note: Cadet Summer Training events re-named as follows: CLC is now Advanced Camp and CIET is now Basic camp. The revised Command policy for FY17 Requirements for Class 1A Flight Physicals at CST 2017 will have updated nomenclature for training events.

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND & FORT KNOX
1ST CAVALRY REGIMENT ROAD
FORT KNOX, KENTUCKY 40121-5123

REPLY TO
ATTENTION OF

ATCC-ZS

APR 04 2016

MEMORANDUM THRU Brigade Commanders, U.S. Army Cadet Command

FOR Professors of Military Science, U.S. Army Cadet Command

SUBJECT: FY16 – Requirements for Class 1A Flight Physicals at Cadet Summer Training

1. Purpose: To establish the minimum requirements of Cadets to receive Flight Physicals while attending the Cadet Leadership Course (CLC).

2. Background Discussion: In an effort to reduce the number of Class 1A Flight Physicals administered at CLC during the transitioning of medical support from Fort Lewis, WA to Fort Knox, KY, the below requirements were established. Despite these restrictions the number of 1A Physicals has doubled since FY 2014 overloading a limited asset.

3. Eligibility Requirements to take Class 1A Flight Physical at CLC:

    a. Cadets must be in the current accession year group that will be considered for branching by the DA/ROTC Selection and Branching Board.

    b. Cadet Initial Entry Training (CIET) Cadets are not authorized a Class 1A Flight Physical.

    c. Cadets enrolled in ROTC programs located more than 125 miles from the nearest medical treatment facilities are authorized to complete a Class 1A Flight Physical at CLC. Exceptions will be considered and granted by the Command Surgeon, USACC on a case by case basis.

    d. Cadets must indicate the desire to branch aviation by requesting aviation in the top three active duty branch preferences prior to annual Selection and Branching Board. This requirement applies to End of Camp Commissionees desiring aviation, provided they otherwise meet commissioning requirements.

    e. Cadets identified during the physical process as requiring a medical waiver for flight duty will complete their physical for commissioning purposes only. Consultation and follow up requirements for processing flight waivers are not possible during CLC. Cadets known to require a waiver will not be submitted for a flight physical at CLC.

ATCC-ZS
SUBJECT: FY16 – Class 1A Flight Physicals at Cadet Summer Training

f. Flight Training Qualification Tests:

(1) As of 1 January 2013, the Alternate flight Aptitude Selection Test (AFAST) has been replaced with the Selection Instrument for Flight Training (SIFT). ASD, DCS, G1, USACC will no longer accept an AFAST score.

(2) Fifty (50) is the minimum qualifying SIFT score required to be eligible to receive the flight physical at CLC. Cadets with a qualifying SIFT score of 40-49 can receive a flight physical at their home station nearest military medical treatment facility.

(3) NLT 1 May 2016, the Cadet's SIFT score must be entered in the CCIMS Training Module.

g. Counseling:

(1) The PMS will counsel Cadets who are requesting a Class 1A Flight Physical at CLC using the attached memorandum template.

(2) NLT 10 May 2016, the completed counseling and a copy of the SIFT score must be loaded into the SharePoint CST 2016 Cadet Medical Record at https://army.deps.mil/army/cmds/USACC-CST-Medical/default.aspx

(3) The SharePoint CST 2016 Cadet Medical Record must also be updated to CST16 CMR Flight Requested YES.

4. Cadets who fail to meet any of the requirements listed in paragraph 3a-f above will not be given a Class 1A Flight Physical at CLC.

5. Flight physicals may not be older than 18 months at the start of flight training.

6. The POC for information regarding exceptions and scheduling of CST Flight Physicals is MAJ Bert Baker, Deputy Command Surgeon at (502) 626-1441, bert.m.baker.mil@mail.mil. The POC for information accessions process requirements is Mr. McKinley, ASD Management Analyst, DCS G1 at (502) 624-1402.

Encl

SEAN A. GAINEY
Brigadier General, USA
Deputy Commanding General

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND & FORT KNOX
1ST CAVALRY REGIMENT ROAD
FORT KNOX, KENTUCKY 40121-8123

REPLY TO
ATTENTION OF

ATCC-xx

                                                    Date

MEMORANDUM FOR Command Surgeon, USACC, Fort Knox KY, 40121

SUBJECT: Request for Class 1A Flight Physical at the Cadet Leadership Course (CLC)

1. I am requesting a Class 1A Flight Physical for _____ (Cadet's full name) from the _____ (School Name).

2. Cadet _____ took the Selection Instrument for Flight Training (SIFT) on _____(date) with a score of _____.

3. SIFT Score was entered in CCIMS Training module on _____ (date).

4. Cadet is not attending Cadet Initial Entry Training (CIET) during Cadet Summer Training (CST) 2016.

5. Cadet is enrolled in a ROTC program located more than 125 miles from the nearest medical treatment facilities.

6. I have discussed with this Cadet his/her desires to branch aviation and based on his/her performance as the Cadets' PMS he/she has demonstrated the potential to branch aviation.

7. Point of contact is the undersigned at email and phone number.

                                        PMS NAME
                                        Rank, Branch
                                        Title

APPENDIX S – Army Scholarships, and Fellowships

S-1. Applicability

This program is available to Cadets who are selected for Regular Army active duty and desire to participate in graduate study or fellowships pursuant to AR 621-7, AR 350-100, and the CSA Warrior Scholar Program.

S-2. Objective

Fellowships and scholarships are available to active duty service members to enhance educational opportunities and training of military personnel. The overall objective is to address workforce competency gaps, fulfill anticipated Army requirements and contribute to future capabilities. Commander, Human Resources Command is responsible for career management; to include tracking key performance and selection milestones of participants in these scholarship/fellowship programs to include those covered under the newly instituted CSA Warrior Scholar Program.

    a. References: AR 621-7, Army Fellowships and Scholarships; and AR 350-100, paragraph 3-4, Officer Active Duty Service Obligations (ADSO).

    b. Cadets/Regular Army Officers from ROTC and USMA may apply for permission to compete for and accept fellowships and scholarships. Cadet applications will be routed to Headquarters USACC G1 Accessions and Security Division for review and further staffing to CG, Human Resources Command. Cadets will submit applications through the USACC chain of command to the Commander, Army Human Resources Command 1600 Spearhead Division Avenue, Department 280 Fort Knox, Kentucky 40122-5208. WEBSITE: HTTPS://WWW.HRC.ARMY.MIL/BOP.

    c. ADSO: Time spent attending one of these specified graduate programs will not be credited toward fulfilling an existing ROTC ADSO.

    d. Applicable Fellowships and Scholarships: The following programs will serve as a baseline for inclusion in the CSA Warrior Scholar Program: Rhodes, Marshall, Truman, Hertz, East-West, Rotary, Gates, Mitchell, Fulbright, Schwarzman, Yenching (research with focus on Chinese culture), Churchill, National Science Foundation, Soros, Lincoln Laboratory at MIT or Northeaster, Deutscher Akademischer Austauschidientst (DAAD), Graduate Education for Minorities In Engineering and Science (GEM), and Knight Hennessy Scholarship. Information and application requirements of these various educational opportunities should be available through the Cadets' academic counselors.

S-3. Administrative Procedures:

a. Any Cadet, selected for active duty, who desires to apply to a scholarship/fellowship graduate program must receive approval from CG, HRC Officer Assignments Branch. The Army may "cap" the number of participants approved each year.

b. Cadets must provide information in accordance with AR 621-7, paragraphs 2-7 and 2-8. The application packets should be addressed as specified in paragraph S-2b above and staffed through the Brigade to HQs USACC, G-1 Accessions and Security Division. Figures S-1 through S-3 are provided as examples to ensure correct format and information is provided.

c. This application process is designed in two parts: Packet #1 is the Request to Compete and Accept Memorandum with enclosures. Packet # 2 is the Notification of Award with enclosures.

d. Cadet Command Point of Contact (POC): USACC Deputy Chief of Staff, G1, Accessions and Security Division (ATCC-PAA). Deputy Chief, ASD Mrs. Jill Berry, 502-624-5651. She may be contacted by calling (502) 624-5651, or by emailing jill.m.berry2.civ@mail..

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND AND FORT KNOX
1ST CAVALRY REGIMENT ROAD
FORT KNOX, KENTUCKY 40121-5123

REPLY TO
ATTENTION OF

ATTC-xxxx

MEMORANDUM THRU

PMS, X School XXXXXXXXX Complete Address line
   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX, zip code
Commander, X Brigade, U.S. Army Cadet Command complete address line
   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX , zip code
Commander, U.S. Army Cadet Command, Bldg, 1002 Attn: ATTC-PAS (G-1,
Accessions & Security Division) 204 1st Cavalry Regiment Road, Fort Knox, Kentucky
40121-5123

FOR Commander, U.S. Army Human Resources Command, (ATTN: AHRC-OPL, (Mr.
Joel Strout), 1600 Spearhead Division Avenue, Department 280, Fort Knox, Kentucky
40122

SUBJECT: Request Permission to Compete and Accept XXXXX Scholarship

1. Cadet's name, SSN, and assigned branch (basic and detailed branch).

2. Date and source of commission: 15 May 2016.

3. Amount of actual and constructive commissioned service completed at the time of
application: *Insert response if applicable or N/A if not.*

4. Name and address of the scholarship/fellowship:

5. Purpose of fellowship or scholarship. Include and printed material published by
donor as an enclosure to this memorandum.

6. Length of the award and extensions that may be authorized by the donor at a later
date.

7. Conditions, if any imposed by the donor of the fellowship or scholarship. *Insert
response as applicable.*

8. Total value of the award. Itemize all costs to include tuition and living expenses.

9. Field of Study and degree to be awarded, if applicable.

10. Outline or list of courses, or outline of research program.

Figure S-1. Packet #1 Example - Request Permission to Compete and Accept

ATTC-xxxx
SUBJECT: Request Permission to Compete and Accept xxx Scholarship

11. Beginning and ending dates of study and /or research.

12. Transcripts of completed education.

13. Number and location of dependents, ages of children, and location of household goods. If dependents are in an overseas command give their date of arrival. *Insert N/A if not applicable.*

14. Date of last permanent change of station (PCS). *Insert N/A if not applicable*

15. Present assignment (complete address), and expected date of graduation and commission.

16. A signed statement that the soldier understands that he or she will be obligated to remain on active duty after completing the education or training. *(Attach signed ADSO statement as an enclosure.)*

3 Enclosures
1. ADSO Statement
2 Transcripts
3. Scholarship material

Cadet's Name Line
Cadet, Branch

Figure S-2. Packet #1 Example - Request Permission to Compete, page 2

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND AND FORT KNOX
1ST CAVALRY REGIMENT ROAD
FORT KNOX, KENTUCKY 40121-5123

REPLY TO
ATTENTION OF

ATTC-xxxx

MEMORANDUM THRU

PMS, X School XXXXXXXXX Complete Address line
    XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX, zip code
Commander, X Brigade, U.S. Army Cadet Command complete address line
    XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX , zip code
Commander, U.S. Army Cadet Command, Bldg, 1002 Attn: ATTC-PAS (G-1,
Accessions & Security Division) 204 1st Cavalry Regiment Road, Fort Knox, Kentucky
40121-5123

FOR Commander, U.S. Army Human Resources Command, (ATTN: AHRC-OPL, (Mr.
Joel Strout), 1600 Spearhead Division Avenue, Department 280, Fort Knox, Kentucky
40122

SUBJECT: Notification of Award of Scholarship or Fellowship- Cadet's name, SSN

1. On (insert date), I was selected as a winner of a (insert name) scholarship or
fellowship.

    a. My application to compete IAW AR 621-7 paragraph 2-7b is at enclosure 1.

    b. Documentary evidence of acceptance for admission to civilian institution is
enclosed. (Encl 2).

    c. Inclusive dates of attendance.

    d. Initial financial statement of appropriate fellowship or scholarship.

2. If you have questions I may be contacted at, insert

5 Encls   Cadet's Name Line
1. Application to Compete   Cadet, Branch
2 Transcripts
3. Scholarship material
4. Initial financial statement
5. Review of scholarship

Figure S-3.   Example Packet #2– Notification of Award and Encls 4 and 5, (3 pgs)

School Letterhead

FINANCIAL STATEMENT

1. The following financial statement is furnished in accordance with paragraph 2-8e, AR 621-7, Army Fellowships and Scholarships.

2. A _____scholarship/fellowship was offered to me on (date). Total amount is for all educational and related expenses for the period __(time period)__.

3. The following annual expenses are covered by fellowship:

Tuition	_____	(partial or full)
Books	_____	(partial or full)
Fees	_____	(partial or full)
Directly related expenses	_____	
Travel	_____	
Dislocation Allowance	_____	
Grand Total	$_____ .	

The following are cover by the DFAS, Army, or by official orders:

- Transportation of Household Goods Orders.   Authorized by Military
- Housing Allowance rank.   Authorized by OHA by
  ✓ (amount varies by rank)
- Overseas Cost-of-Living Allowance location.   Authorized by COLA by
  ✓ (amount varies by market)

- Subsistence rates.   Authorized by Military BAS

signature block)

Officer's Name
Rank, Branch
Date

Enclosure 4

Figure S-4. Packet #2 Example – Notification of Award enclosure 4

School Letterhead

<u>REVIEW OF SCHOLARSHIP</u>

    I understand that I must receive permission from Human Resources Command (AHRC-OPF-L), and my career branch before starting year one of my
_____ (insert title of scholarship).

Signature Block

Enclosure 5

Figure S-5. Packet #2 Example – Notification of Award enclosure 5

APPENDIX T– PMS/HRA Accessions Quick Brief and Suspenses

*** Please copy and use for quick Cadet Briefings

FY18 Accessions (Branching) Process

1. OML Model calculates Order of Merit Scores which are rank ordered to create the ROTC National OML
2. The ROTC National OML is used to determine duty status (Active Duty or Reserve Duty)
3. Active Duty (AD) and Reserve Duty (RD) files are divided into:
   - GRFD go RD
   - Volunteer RD go RD
   - Those below the Active Duty Allocation Line go RD
   - SMC go AD if requested by Cadet and recommended by PMS
   - Medal of Honor dependents go AD, if requested
   - Nurses are not guaranteed AD
   - Active Duty Green-to-Gold must go AD/Cannot compete for Ed Delay
4. Service Component (AD, RD) will be released to field first
5. Field finalizes Branch and ADSO selections in CCIMM
6. Active Duty Board branches in following sequence:
   a) Top 10% get first Branch choice, guaranteed
   b) By OML, branch up to 40% of each Branch Allocations without BrADSO
   c) By OML branch up to 55% of each Branch Allocation with BrADSO
   d) Branch remainder with DA Branch Model to meet needs of Army.
   ** DABM will start consideration at branch preference 1 thru 17
7. Reserve Duty branches in the following sequence:
   a) Assigns Component (USAR or ARNG) and Branch to those with a valid Unit Vacancy Hold Report/Letter of Acceptance (LOA)
   b) Those without a Unit Vacancy Hold/LOA will not receive a Branch until a Unit Vacancy Hold Report/LOA is received
   c) 30 days after release of Branching Board results those without a Unit Vacancy Hold/LOA will receive Component/Branch based on the needs of the Army

FY 18 OML Model

1. <u>Academic Outcomes</u> **(40%)**
   - Standardized Test
     - CLA+ **(5.0)**
   - Accessions GPA (cumulative through junior year) **(26.0)**
   - Academic Discipline **(4.0)** ADM4 = 4 pts; ADM3/5 = 2 pts
   - Language/Cultural Awareness **(5.0)**

2. <u>Leadership Outcomes</u> **(45%)**
   - PMS Experience Based Observations
   - MS III Cadet OER, PMS Rating of Potential **(11.0)**
   - MS III Cadet OER, PMS Ranking **(12.0)**

   - Advanced Camp Performance
     - Platoon Potential Rating **(15.0)**

   - Cadet Training/Extracurricular Activities **(5.0)**
   - Maturity & Responsibility **(2.0)**
     - F/T Employment
     - P/T Employment
     - SMP Member

3. <u>Physical Outcomes</u> **(15%)**
   - APFT
     - Campus (most current fall semester) **(5.5)**
     - Campus (most current spring semester) **(5.5)**
   - Athletics
     - Varsity, Intramural, or Community Team **(4.0)**

CG Approval 18 Nov 2016

This We'll Defend

Suspense dates are set with a view toward giving Programs maximum time to obtain/complete required documentation, while allowing time for Brigades and USACC G1, ASD to review files before the National OML is established and prepare for the HQDA/ROTC Branching Board. **These are the maximum NO LATER THAN suspense dates.** Brigade Commanders have the authority to require their Programs to meet earlier suspense dates.

Suspense Date(s)	FY 17/18 Accessions Cohort Timeline for Required Actions (Cadets Graduating and Commissioning between 1 Oct 2017 and 30 Sep 2018, and EOCC Cadets that receive commission following Advanced Camp completion during Summer 2017)	G1 ASD	Brigade	Program (University)
1 Jun 2017	o All FY17 DL selects provide proof of admittance to medical, law or seminary schools. o Extension requests by FY17+ DL selects. o			X
1 Jul 2017	o GRFD **Non-scholarship** Revocation Requests submitted thru USACC (120 days prior to commission)			x
21 Aug 2017	Talent Management branch match data released to Cadets	X		
1 Sep 2017	OPAT record score in CCIMM			X
6 Sep 2017	o Host Schools complete CCIMM inputs for FY17 Cohort o Hardcopy Ed Delay application packets due to G1 ASD			X X
6 Sep 2017	CCIMM OML Data locked. (Do Not Lock "Branching Board Packet Complete" block)	X		
20 Sep 2017	Release of Component Selection results Unlock active selectee CCIMM "Branching Board Packet Complete" block for schools that locked them in error prior to this date.	X		
30 Sep 2017	o Cutoff for Aviation qualification by Fort Rucker o All PMS(s) must have completed counseling for all Cadets selected for USAR. (Use DA Form 4856 at Appendix L)			X X
2 Oct 2017	o All Accession Packets complete for active duty selectees in CCIMM. Branch preferences entered. o ADSOs entered and uploaded. o Cadet and PMS comments entered. o Mark "Branching Board Packet Complete" block. o Bde S-1 annotate "Bde Review Date" o 218-Rs due for December graduates.		X	X X X X X
3-5 Oct 2017	Educational Delay Board	X		
20 Nov 2017	o Release Educational Delay Board results. o Release Branching Board results. o Receive RFOs from HRC for December Graduates. o ASD starts publishing orders for December Graduates.	X X X X		
1 Dec 2017	o ALL active component Cadets selected for CY, MI and OD (only EOD) branches must have SSBI initiated.			X
5 Dec 2017	BOLC-B Scheduling Conference	X		
15 Dec 2017	o Last day to request Component or Branch changes due to administrative errors or exceptional circumstances. o Last day to update spring graduates 218-R in CCIMM. LOA or VHR for all RFD Cadets.			X X X
17 Jan 2018	Active Duty Selectees' CSA Warrior Scholar Program Requests			X
1 Feb 2018	Receive RFOs from HRC and ASD publish orders.	X		
1 Apr 2018	Last day to request RD Component Change.			X

2017 Accessions Suspense/Timeline (FY18 Accessions Cohort)